



## MELTON CITY COUNCIL

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Notice is hereby given that the Ordinary Meeting of the Melton City Council will be held in the Council Chamber, Civic Centre, 232 High Street, Melton on 21 August 2017 at 7.00pm.

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**THIS AGENDA CONTAINS REPORTS TO BE DEALT WITH AT A CLOSED MEETING OF COUNCIL**

Kelvin Tori  
CHIEF EXECUTIVE

## Visitors to the Gallery please note:

Proceedings at Council meetings are controlled by the Chairperson. The Chairperson is empowered to enforce the provision of Council's Local Law, which includes the following aspects:

- **Silence** must be maintained by members of the public in the gallery at all times. A visitor to the gallery must not interject or take part in the debate that occurs in the Chamber.
- Members of the public in the gallery must not operate **recording equipment** at a Council or Special Committee Meeting without the prior written consent of Council.
- **Question time** is available at every Ordinary Meeting to enable members of the public to address questions to Council. All questions must be received by the Chief Executive Officer or other person nominated for this purpose no later than:
  - i) 5 pm on the day of the Ordinary Meeting if questions are submitted into the receptacle designated for public questions outside the Council Chamber
  - ii) 5pm on the day of the Ordinary Meeting if questions are submitted by electronic medium as per Council website directions.

A person must not submit more than two (2) individual questions at a meeting, inclusive of all parts and variants as interpreted by the Chairperson or other person authorised for this purpose by the Chairperson. The person directing the question must be present in the gallery at the time the question is to be dealt with for it to be valid.

- It is an offence for any person, not being a Councillor, who is guilty of any improper or disorderly conduct to not leave the meeting when requested by the Chairperson to do so.  
Penalty: 20 Penalty Units
- It is an offence for any person to fail to obey a direction of the Chairperson relating to the conduct of the meeting and the maintenance of order.  
Penalty: 20 Penalty Units

A penalty unit for a Local Law made under Part 5 of the *Local Government Act 1989* is \$100 in accordance with s110(2) of the *Sentencing Act 1991*.

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**1. OPENING PRAYER AND RECONCILIATION STATEMENT**

The Chairperson will read the opening prayer and reconciliation statement.

**Prayer**

'Almighty God we humbly beseech Thee to vouchsafe Thy blessing upon this Council, direct and prosper its deliberations to the advancement of Thy glory and the welfare of the people whom we serve – Amen.'

**Reconciliation Statement**

Melton City Council acknowledges that the land it now occupies has a history that began with the Indigenous occupants, the Kulin Nation. Council pays its respects to the Kulin Nation people and their Elders and descendants past and present.

**2. APOLOGIES AND LEAVE OF ABSENCE**

The Chairperson will call for any apologies received from any Councillors who are unable to attend this meeting.

**3. CHANGES TO THE ORDER OF BUSINESS****4. DEPUTATIONS****5. DECLARATION OF ANY PECUNIARY INTEREST, OTHER INTEREST OR CONFLICT OF INTEREST OF ANY COUNCILLOR**

Pursuant to Section 77A, 77B, 78 and 79 of the Local Government Act 1989, any Councillor must declare any direct or indirect interest, and any conflict of interest, in any items contained within the Notice Paper.

**6. ADOPTION AND CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS****RECOMMENDATION:**

That the Minutes of the Ordinary Meeting of Council held on 24 July 2017 be confirmed as a true and correct record.

**7. RECORD OF ASSEMBLY OF COUNCILLORS****7.1 RECORD OF ASSEMBLY OF COUNCILLORS IN ACCORDANCE WITH SECTION 80A(1) OF THE LOCAL GOVERNMENT ACT 1989**

- 24 July 2017 Record of Assembly of Councillors
- 31 July 2017 Record of Assembly of Councillors
- 7 August 2017 Record of Assembly of Councillors
- 14 August 2017 Record of Assembly of Councillors

**RECOMMENDATION:**

That the Record of Assembly of Councillors dated 24 July, 31 July, 7 August, 14 August 2017 attached to this Agenda be received and noted.

**LIST OF APPENDICES**

1. 24 July 2017 Record of Assembly of Councillors
2. 31 July 2017 Record of Assembly of Councillors
3. 7 August 2017 Record of Assembly of Councillors
4. 14 August 2017 Record of Assembly of Councillors



**8. CORRESPONDENCE INWARD****8.1 PARLIAMENTARIAN AND DEPARTMENTAL LETTERS RECEIVED BY THE MAYOR**

- The Hon Daniel Andrews MP – Premier of Victoria – Plan Melbourne 2017-2050
- Senator the Hon James McGrath – Assistant Minister to the Prime Minister – Assistant Minister to for Regulatory Reform – Posthumous promotion of General Sir John Monash
- Office of the Minister for Local Government – Robert Larocca Chief of Staff– Implementation of container deposit legislation for Victoria

**RECOMMENDATION:**

That the Parliamentarian and Departmental letters received by the Mayor be received and noted.

**LIST OF APPENDICES**

1. Correspondence Inwards - The Hon Daniel Andrews MP - undated
2. Correspondence Inwards - Senator the Hon James McGrath - dated 18 July 2017
3. Correspondence Inwards - Office of the Minister for Local Government - dated 24 July 2017

**9. PETITIONS AND JOINT LETTERS**

The Chief Executive will table any petitions and/or joint letters received prior to this meeting.

**10. RESUMPTION OF DEBATE OR OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING**

Nil.

**11. PUBLIC QUESTION TIME**

## 12. PRESENTATION OF STAFF REPORTS

### 12.1 AUTHORISING THE AFFIXING OF THE COMMON SEAL OF COUNCIL

Author: Dominique Roberts - Governance Officer  
Presenter: Kel Tori - Chief Executive Officer

#### PURPOSE OF REPORT

For Council to adopt the schedule of documents requiring the Common Seal of Council.

#### RECOMMENDATION:

That the Council Seal be affixed to the documentation as detailed in the Schedule for Authorising of Affixing of the Common Seal of Melton City Council dated 21 August 2017.

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#### REPORT

##### 1. Executive Summary

Documents requiring the Common Seal to be affixed are detailed in **Appendix 1**.

##### 2. Background/Issues

Use of the Council Seal is required where Council, as a body corporate, executes a document.

The *Local Government Act 1989* (s.5(2) and (3)) prescribes that a Council must have a common seal, and that the common seal must –

- a. bear the name of the Council (which name may refer to the inhabitants of the municipal district) and any other word, letter, sign or device the Council determines should be included
- b. be kept at the Council office
- c. be used in accordance with the local laws of the Council.

Council's Meeting Procedure Local Law (2013) prescribes the use of Council's Common Seal and the authorised officers who must be present and sign every document to which the common seal is affixed.

##### 3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

5. A high performing organisation demonstrating leadership and advocacy: An organisation operating with innovation, transparency, accountability and sustainability .  
*5.3 Effective civic leadership, advocacy, partnerships and good governance.*

##### 4. Financial Considerations

There are no financial considerations relating to the use of the Council Seal.

**5. Consultation/Public Submissions**

Not applicable.

**6. Risk Analysis**

Ensuring that the Council Seal is only affixed in accordance with a resolution of Council controls the potential risk of the Seal being incorrectly affixed to a document.

**7. Options**

Not applicable.

**LIST OF APPENDICES**

1. Authorising of Affixing the Common Seal of Council - dated 21 August 2017

## 12.2 ADVISORY COMMITTEES OF COUNCIL - AGGREGATED MEETING MINUTES

**Author: Tracy Spiteri - Governance Coordinator**  
**Presenter: Kel Tori - Chief Executive Officer**

### PURPOSE OF REPORT

To present the aggregated minutes of Advisory Committee meetings yet to be considered by Council.

### RECOMMENDATION:

That Council:

1. note the minutes of Advisory Committee meetings at **Appendix 1** and **2**
2. adopt recommendations arising within the Minutes.

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### REPORT

#### 1. Executive Summary

In accordance with section 3(1) of the *Local Government Act* 1989 ('the Act'), Council may establish a) Advisory Committees for the purpose of providing advice, or b) Special Committees which are delegated powers, duties or functions of Council. The establishment of an Audit Committee, considered an Advisory Committee of Council, is dealt with under section 139 of the Act.

A Council appointed Advisory Committee meeting where at least one Councillor attends and which considers matters that are intended or likely to be the subject to a decision of Council, is considered an assembly of Councillors. In accordance with section 80A of the Act, a written record of an assembly of Councillors must, as soon as practicable, be reported at an ordinary meeting of the Council. The minutes of the Advisory Committees attached to this report forms the written record of the assembly detailing matters considered and any Councillor conflicts disclosed.

#### 2. Background/Issues

Advisory Committees are established by a resolution of Council. The role of an Advisory Committee, including the limits of power, are clearly defined in the Terms of Reference adopted by Council.

The membership of Committees will vary depending upon its specific role. Committee membership will generally comprise a Councillor/s, council staff and community representatives and may include key stakeholders, subject matter experts and/or community service providers and organisations.

Councillor representation on Advisory Committees is generally for one year and is reviewed annually at the Statutory Meeting of Council. Councillor representation on current Council Committees and to other organisations for 2017 were adopted by Council at the Ordinary Meeting held 21 November 2016.

Advisory Committees meet regularly during the year and minutes of all meetings are scheduled to be presented at the next Ordinary Meeting of Council.

Advisory Committee Meetings minutes attached to this report for Council acknowledgement and endorsement:

Meeting Date	Advisory Committee	Attached
24 May 2017	Reconciliation Advisory Committee Meeting	Appendix 1
13 June 2017	Leisure Advisory Committee Meeting	Appendix 2

### 3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

5. A high performing organisation demonstrating leadership and advocacy: An organisation operating with innovation, transparency, accountability and sustainability

*5.3 Effective civic leadership, advocacy, partnerships and good governance*

### 4. Financial Considerations

Advisory Committees are not responsible for operational expenditure and cannot direct Council officers to act without the consent of Council. Operational expenses and administrative actions arising from an Advisory Committee meeting are accommodated within Council's recurrent budgets, unless otherwise requested within the minutes of the meeting and detailed in a recommendation to Council for consideration.

### 5. Consultation/Public Submissions

Advisory Committees are one method of Council consulting and communicating with the community. Such a Committee may be established to provide strategic level input into a broad area of Council operations, such as community safety or arts and culture. An Advisory Committee may also be established for a specific time-limited project, such as a review of a Local Law.

### 6. Risk Analysis

With a mandatory responsibility to report to Council and restricted to making recommendations for Council consideration, risks attached to Advisory Committee actions are substantially mitigated.

It is prudent for Council to carefully consider any and all recommendations arising from Advisory Committee minutes, as Advisory Committees may canvass significant issues and significant expenditure in their deliberations.

### 7. Options

Advisory Committees are a Committee of Council, therefore Council has the discretion to accept, reject, amend or seek further information on any of the Committee minutes and/or recommendations.

### LIST OF APPENDICES

1. Reconciliation Advisory Committee Meeting Minutes - dated 24 May 2017
2. Leisure Advisory Committee Meeting Minutes - dated 13 June 2017

## **12.3 RESPONSE OF NOTICE OF MOTION 456 REVIEW OF FREE GREEN WASTE SERVICE**

**Author: Les Stokes - Manager Operations**  
**Presenter: Les Stokes - Manager Operations**

### **PURPOSE OF REPORT**

To seek Council endorsement on the future of the free green waste service provided annually at the Melton Recycling Facility in the month of November.

### **RECOMMENDATION:**

That Council continue the free Green Waste service for fire risk properties only, that is, properties with a rating classification of Rural, Rural Living, Urban Growth and Development Land.

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### **REPORT**

#### **1. Executive Summary**

Since 2015, Council has offered free disposal of green waste at the Melton Recycling Facility in the month of November. This initiative was intended to assist rural residents to clean up their properties prior to the fire season. At the 6 March 2017 Meeting of Council, Council resolved to receive a report reviewing of the service, including options for its expansion.

This report considers five options for the future of the service, including an assessment of the financial impacts of each option. The report recommends that the free green waste remain for November but be reduced to only provide rural residents with the ability to access the service.

#### **2. Background/Issues**

At the 6 March 2017 Council meeting, Council considered Notice of Motion 456 and resolved the following:

*That Council officers provide a report to Council on the outcomes of the free green waste service provided at the Melton Recycling Facility (MRF) in November 2015-16, along with options for expanding the times/days/months in which the service is available.*

The following report seeks to provide council with the information requested in the above resolution.

The Melton Recycling Facility receives green waste from two sources, the general public and various council contractors (Parks & Open Space, Road Maintenance, etc.), all of which is transported to Veolia Environmental Services in Bulla for processing.

Last financial year, the facility received 4,550 tonnes of green waste. Green waste received at the Melton Recycling Facility from the general public is charged at the standard gate rate, with an estimated income \$600,000 per annum. The table below provides a summary of the annual cost to run the green waste service at the Melton Recycling Facility.

Site Management Cost	\$170,251
Transport Cost	\$255,733
Processing Cost	\$381,108
Gate fee income	-\$600,000
<b>Total Service Cost</b>	<b>\$207,092</b>

The following provides a monthly breakdown of volume (tonnes) of green waste received at the Melton Recycling Facility last financial year.

Month	Green Waste (T)
Jul-16	316.5
Aug-16	322.4
Sep-16	345.6
Oct-16	361.5
Nov-16	<b>737.9</b>
Dec-16	444.3
Jan-17	370.7
Feb-17	346.5
Mar-17	307.2
Apr-17	314.5
May-17	346.0
Jun-17	337.1
<b>TOTAL</b>	<b>4,550.2</b>

For the purposes of assessing the options required by the Notice of Motion, Council Officers have identified the following options:

1. Continue with the current one month free service
2. Extend the free service over two months (October and November)
3. Provide free service all year round
4. Provide the one month free service to fire risk\* properties only
5. Discontinue the free service

*\*fire risk properties, for the purpose of this report, are those classified as Development Land, Rural Living, Rural and Urban Growth.*

The options are discussed below and the financial impacts summarised in the section 4 of this report.

#### **Option 1 – Current one month free service**

Since 2015, Council has provided an initiative enabling the free disposal of green waste in the month of November. This initiative was intended to assist rural residents to clean up their properties prior to the fire season.

As can be seen in the table above, the volume of green waste received in the month of November significantly increases compared to other months, indicating that residents are taking advantage of the service.



The table below provides a breakdown of the types and number of vehicles using the services, as well as the loss in gate fees.

Vehicle Type	No. of Vehicles	Rate (\$/veh) incl GST	Gate Fee lost
Car /Station Wagon	175	\$20	\$3,500
Small Trailer - Water Level	521	\$40	\$20,840
Van/Utility	556	\$40	\$22,240
Vehicle Type	No. of Vehicles	Rate (\$/veh) incl GST	Gate Fee lost
Small Trailer - Heaped	483	\$70	\$33,810
Small Trailer - High Sided	207	\$80	\$16,560
Large Trailer (Tandem) - Water Level	74	\$65	\$4,810
Large Trailer (Tandem) - Heaped	58	\$90	\$5,220
Large Trailer (Tandem) - High Sided	20	\$140	\$2,800
Total Gate fee			\$109,780
GST			\$9,980
<b>Total Gate fee lost (excl. GST)</b>			<b>\$99,800</b>

The one month free service has operational effects on the Melton Recycling Facility Operator, in that it creates a significant peak volume of material to be handled at the site in this short period of time. This increases truck and vehicle movements, wait times and impacts the ability of staff to supervise other areas of the site. Option 2 seeks to address this specific issue.

Council should note that whilst the service is providing the desired benefits from a fire prevention perspective, it is likely that a significant number of beneficiaries live in standard residential suburbs that are not considered to have any increased fire risk. Option 4 below provides an alternative solution to this matter.

### **Option 2 – Extend the Service over two months**

This option continues to provide the required fire reduction benefits.

Extending the current service over two months will enable residents more time to carry out property clean up works and will spread the peak load for the Melton Recycling Facility Operator. It is assumed that volumes will continue to increase as knowledge of the service increases and we continue to grow as a municipality.

### **Option 3 – Provide free service all year round**

The cost to Council for the receiving, transporting and processing of green waste is \$807,000 per annum and it is reasonable for Council to try to recoup some of these costs through gate fees.

Council should note that residents have the option of a kerbside green waste bin for as little as \$43 per annum (120L bin), 63 percent of residential properties already have this service. In addition, rate payers and tenants are allocated two vouchers for use at either the Melton Recycling Facility or one hard waste collection, both of which can be used for green waste.

In the 2016/2017 financial year 22,182 vouchers were used at the Melton Recycling Facility at a cost of \$887,280 (\$40/voucher) in lost revenue. A further 3,284 hard waste collections were undertaken at a cost of \$230,151.

Providing a free year round green waste service is likely to have an adverse effect on the kerbside green waste service, decreasing volumes and discouraging its' use. This will have multiple detrimental effects;

- Collection trucks will still have to drive past every property regardless of the presence of green waste bins and Council will still incur the costs associated with transport and fuel.
- It will discourage future uptake of green kerbside bins, potentially impacting on future plans to introduce food organics into green organics (FOGO). This is a state-wide directive aimed at reducing waste to landfill and will be introduced in our municipality in coming years.

#### **Option 4 – Provide the one month free service to fire risk properties only**

This option continues to deliver the fire prevention benefits without providing the service to residents whose properties are not in areas of fire risk, i.e. standard residential properties. This would significant decrease the cost of the service as these properties make-up less than 3 percent of rateable properties. For the purposes of this report, properties in a fire risk area are those in a rural or semi-rural environment. For ease of implementation, properties with a rating classification or Rural, Rural Living, Urban Growth & Development Land will have access to the service.

#### **Option 5 – discontinue the service**

As discussed in Option 3, residents have numerous methods available to them to dispose of their green waste. The free green waste service costs council \$156,000/annum in lost gate fees, cost to transport and process additional volumes. Council may consider that the other disposal options available to residents (i.e. Kerbside Green Waste Collection and the Melton Recycling Facility Voucher System) are satisfactory and the additional costs unwarranted. This will cease to assist rural residents with property clean-up

### **3. Council and Wellbeing Plan Reference and Policy Reference**

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

5. A high performing organisation demonstrating leadership and advocacy: An organisation operating with innovation, transparency, accountability and sustainability

*5.4 An organisation that demonstrates excellence in local government leadership and customer and community service.*

### **4. Financial Considerations**

As highlighted in section 2 of this report, Council currently expends \$807,000pa on the Green Waste Service at the Melton Recycling Facility, for which it receives approximately \$600,000 in gate revenue. Resulting a current service cost of \$207,000pa.

Council Officers have assessed each of the options from a financial impact perspective, this information is provided below.

	Option				
	1	2	3	4	5
Additional Volume (t)	400	600 <sup>1</sup>	2400 <sup>2</sup>	80 <sup>3</sup>	100 <sup>4</sup>
Transport Cost	\$22,482	\$33,723	\$134,892	\$4,496	\$5,621
Processing Cost	\$33,504	\$50,256	\$201,024	\$6,701	\$8,376
Gate fees loss	\$99,800	\$149,700	\$1,198,800	\$19,960	-\$24,950
<b>Total Addition costs</b>	<b>\$155,786</b>	<b>\$233,679</b>	<b>\$1,180,900</b>	<b>\$31,157</b>	<b>-\$10,954</b>

	Option				
	1	2	3	4	5
Current Service Cost	\$207,092	\$207,092	\$207,092	\$207,092	\$207,092
<b>Total Service Cost</b>	<b>\$362,878</b>	<b>\$440,771</b>	<b>\$1,387,992<sup>5</sup></b>	<b>\$238,249</b>	<b>\$196,138</b>

1. Assumes that a one month extension will spread some of the current one monthly volumes but also attract an additional 50 percent
2. Assumes that a free service all year round will result in an average increase of 200t per month for the year.
3. Assumes that rural properties (3 percent of rateable properties) produce 25 percent (i.e. 80t) of the current additional volumes in November
4. Assumes that there will be an additional 100t in November, due solely to seasonal increase

This total cost does not include the unknown costs to Council through the kerbside green waste collection variation due to the impacts on the collection contractor.

## 5. Consultation/Public Submissions

Council's Municipal Fire Prevention Officer believes that from a Fire Prevention point of view, the free green waste program has been a huge success. Prior to the implementation of the initiative, a majority of rural residents would enquire about burning their green waste, however they are now taking it to the Melton Recycling Facility.

It has been observed in areas such as Toolern Vale and the northern areas of the Municipality, where there are the bigger 'lifestyle' blocks, the owners are now using this service each year instead of burning or stock piling their green waste as they had done in previous years, therefore removing any perceived fire risk.

Consultation with the current Melton Recycling Facility Operator has indicated that the concentrated one month free service creates a peak demand that is difficult to manage both from a staff perspective and traffic volume/flow around the site. The Operator has indicated that if the free service was to continue, it would be easier to manage if it was spread over 2 months.

## 6. Risk Analysis

A free all year round green waste service (Option 3) has a high likelihood of adversely effecting uptake of kerbside green waste services, undermining the future rollout of FOGO services and therefore significantly reducing Council's ability to reduce waste to landfill. As a result this option is not recommended.

Should Council proceed with Option 4 or 5, there is a risk that Council would receive some public backlash regarding the removal of an existing service. Some residents may also be unaware of the service being discontinued and arrive at the Melton Recycling Facility assuming they are entitled to free entry, which could potentially result in conflict at the gate house and an increase in complaints to Council.

The assessment of costs associated with all options is based on the documented assumptions around uptake of each option, there is no way of guarantee the actual volumes that will be received into the future.

Council Officers are currently finalising an operational review of the facility which includes a review of the pricing structure. This will review will inform the new operations contract which commences on 1 July 2018 and may result in several changes that are likely to impact customers, therefore it is recommended that minimal changes be made until the review is finalised.

## 7. Options

The following options have been considered and assessed by Council Officers:

1. Continue with the current one month free service
2. Extend the free service over two months (October and November)
3. Provide free service all year round
4. Provide the one month free service to fire risk properties only
5. Discontinue the free service

Officers recommend Council proceed with Option 4 as it meets the requirements of fire risk management, intended by the initiative whilst minimising the impact on Council's budget

## LIST OF APPENDICES

Nil

## 12.4 RESPONSE TO NOTICE OF MOTION 464 - PARKING CONCERNS STIRLING TERRACE, MELTON WEST

**Author: Tom Lay - Traffic Engineer**  
**Presenter: Luke Shannon - General Manager Planning & Development**

### PURPOSE OF REPORT

To report to Council the results of the consultation in relation to the proposed indented parking bays in Stirling Terrace, Melton West.

### RECOMMENDATION:

That Council:

1. Do not construct indented parking bays in Stirling Terrace, Melton West.
2. Install 'No Stopping' zones (applying 8.00-9.30am and 2.30-4.00pm school days) along the west side of Stirling Terrace as shown in **Appendix 1**.

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### REPORT

#### 1. Executive Summary

This report presents the results of the consultation undertaken in relation to Notice of Motion 464 relating to parking issues in Stirling Terrace, Melton West.

A survey of residents in Stirling Terrace and Meadow Glen Drive and the two schools (Catholic Regional College and St Catherine's Primary School) was undertaken. Council officers also surveyed parents parking in Stirling Terrace. The residents in Stirling Terrace did not support the proposed indented parking bays as there are concerns that it may lead to undesirable activities at night. Both schools and parents surveyed supported the proposed indented parking bays.

Given the number of objections received from the residents of Stirling Terrace and the availability of an alternative option to constructing indented parking bays, it is recommended that 'No Stopping' zone be installed as shown in **Appendix 1**.

#### 2. Background/Issues

##### 2.1 Background

Stirling Terrace is a 'Part Way is OK' location that encourages parents to drop off and pick up their children away from the congested Bulmans Road where the two schools (Catholic Regional College and St Catherine Primary School) are located. This is creating issues with parents parking illegally in Stirling Terrace waiting to collect children and inconveniencing residents by blocking traffic.

At the Council meeting on 6 March 2017, Council resolved via a Notice of Motion (464) 'That Council Engineers prepare a brief report regarding parking concerns in Stirling Terrace, Melton West and the streets surrounding Catholic Regional College and St Catherine's Primary School.'

A report was prepared and presented at the Council meeting on 1 May 2017 with the following recommendations:

That Council:

- a. Construct indented parking bays in Stirling Terrace to allow vehicles to park off the street and avoid blocking the road.
- b. Construction of these parking bays being included in the Capital Works Program for 2017/18 within the Road Safety Around Schools program.

Council resolved the following:

- a. A decision on the construction of the indented parking bays in Stirling Terrace be deferred until consultation with the residents directly affected has taken place
- b. The schools be consulted
- c. A further report be presented to Council
- d. The amount of \$30,000 to remain in the 2017/18 Capital Works Program pending the outcome of the report.

## **2.2 Consultation undertaken**

A survey of residents in Stirling Terrace and Meadow Glen Drive and the two schools (Catholic Regional College and St Catherine's Primary School) was undertaken. Council officers also surveyed parents parking in Stirling Terrace. The results were as follows:

- Out of the nine residents surveyed in Stirling Terrace, seven residents responded and did not support the proposed indented parking bays in Stirling Terrace.
- Out of the eight residents surveyed in Meadow Glen Drive, three residents responded and supported the proposed indented parking bays in Stirling Terrace.
- Both Catholic Regional College and St Catherine's Primary School supported the proposed indented parking bays in Stirling Terrace.
- Eight parents who were parked in Stirling Terrace supported the proposed indented parking bays in Stirling Terrace.

Some of the comments provided by residents of Stirling Terrace who did not support the proposed indented parking bays were:

- 'concerned about heavy traffic congestions....concerned about attracting late night cars parking and youth hanging out at night'
- 'we believe that parking bays will bring people to park along our street of a night and may increase crimes or other issues in our area'
- 'why do we have to have a permanent car park opposite our house for the sake of 15 minutes drop off in the morning and afternoon? Who will police these car parks all hours of the day/night when louts decide to park and hangout there?'
- 'we are very concerned for the afterhours which will attract people to park at all hours of the day and night. We would not have any problem if there were parking signs between the hours of school times am and pm'

Refer to **Appendix 2** for plan showing residents surveyed.

## **2.3 Alternative Option**

An alternative option to provide greater control over parking in Stirling Terrace and avoid the construction of indented parking bays is modify the existing parking restrictions.

This would entail installing a 'No Stopping' zone along the west side of Stirling Terrace, which applies during school drop off and pick up times (between 8.00 and 9.30am and 2.30 and 4.00pm on school days). Parents would still be able to park on the east side of Stirling

Terrace and the west side would be left clear for traffic. The proposed parking restrictions are shown in **Appendix 1**.

### 3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

3. A well planned and built City: A City with a clear vision to manage growth in a sustainable and accessible way

3.2 *Community facilities, infrastructure and services that are equitably planned for, provided and maintained.*

### 4. Financial Considerations

The cost of each option is as follows:

- Option 1: The estimated cost to install 'No Stopping' signs is \$1,500
- Option 2: The estimated cost to construct the indented bays is \$30,000
- Option 3: No expense to Council if no action is undertaken.

### 5. Consultation/Public Submissions

Residents in Stirling Terrace and Meadow Glen Drive and the two schools (Catholic Regional College and St Catherine's Primary School) were surveyed on the issue of the proposed indented parking bays.

If Council adopts the proposed recommendation to install parking restrictions, it is proposed that all residents surveyed and the schools be notified in writing of the changes to parking restrictions.

### 6. Risk Analysis

Each option proposed creates potential risks as follows:

- Option 1: Greater parking enforcement and infringement notices are required to implement this option, potentially leading to issues with disgruntled motorists.
- Option 2: Residents in Stirling Terrace concerns have not be addressed.
- Option 3: Continuation of current issues.

### 7. Options

The following options are provided:

- Option 1: Install parking restrictions as shown in **Appendix 1**.
- Option 2: Construct indented parking bays on the eastern side of Stirling Terrace (i.e. reserve side).
- Option 3: Do nothing.

### LIST OF APPENDICES

1. Locality Plan with proposed parking restrictions - dated 3 August 2017
2. Location of proposed indented parking bays and consulted residents - dated 3 August 2017

## 12.5 ANNUAL ACTION PLAN REPORTING 2016/17

**Author: Bob Baker - Corporate Planning and Performance Coordinator**  
**Presenter: Peter Bean - General Manager Corporate Services**

### PURPOSE OF REPORT

To present to Council the 2016/17 end of year Council Annual Action Plan report.

### RECOMMENDATION:

That Council receive and note the 2016/17 end of year Council Annual Action Plan as per **Appendix 1**.

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## REPORT

### 1. Executive Summary

The 2013-2017 Melton City Council Plan is prepared in accordance with the *Local Government Act* 1989. The Plan is reviewed on an annual basis to adapt to the evolving needs of our growing community.

Each year, Council produces an Annual Action Plan identifying the initiatives that Council will take in response to the objectives and strategies identified in the Council Plan.

Progressive achievements against actions from the Plan were reported following the conclusion of the first three quarters of the financial year, and this cumulative report is compiled following the conclusion of each financial year. Updates on select initiatives are also reproduced in Council's Annual Report.

**Appendix 1** to this report provides details of Council's activities and achievements during 2016/17.

### 2. Background/Issues

The Council Plan is Council's primary vision and strategic planning document that establishes the direction Council has committed to over the course of its four year term of office. The Council Plan contains objectives, strategies and strategic indicators.

Each year Council provides a range of services, activities and initiatives for our community. These key strategic activities and new initiatives are included in the development of an Annual Action Plan.

Council provides the community with quarterly progress reports in support of Council's commitment to transparency, through public access to relevant information, decision making and strategic documents.

#### **Annual Action Plan 2016/17**

The 2016/17 Annual Action Plan identified 149 actions that Council committed to deliver.

**Appendix 1** provides a detailed summary on the status of each action in the 2016/17 Annual Action Plan, inclusive of the reporting period from 1 July 2016 to 30 June 2017.



The following table provides summary of progress against actions for 2015/16:

Status	Description	Number of Actions
<b>Achieved</b>	The Action is completed.	126
<b>On Track</b>	The action is on track and expected to be completed by the current timeline	2
<b>Not On Track</b>	The Action has been delayed impacting on the current timeline.	19
<b>Postponed</b>	The Action has been deferred for the financial year.	2
Total		<b>149</b>

Major achievements from the end of year report include:

Construction of:

- The Mount Cottrell road widening between Greigs Road and Boundary Road
- The redevelopment of the Aged Precinct including an extension on the east side of Smith Street
- Stage Two of the Pride of Melton project
- The Atherstone Regional Playspace

Finalisation of the following key strategic documents:

- Adoption of the 2017 – 2021 Council and Wellbeing Plan
- The adoption of the Community Infrastructure Plan
- The development and endorsement of Melton City 2036 – The City We Imagine, a 20 year Community Vision
- The adoption of the Intercultural Plan 2017 - 2021

The implementation of new program and service initiatives, including:

- The development of an Environment Plan
- Upgrading Council's core business Information Technology system
- A number of demonstrated advocacy activities addressing key infrastructure, transport and health issues

Upon Council's receipt of this update, the Report will be published on Council's Website.

### **3. Council and Wellbeing Plan Reference and Policy Reference**

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

5. A high performing organisation demonstrating leadership and advocacy: An organisation operating with innovation, transparency, accountability and sustainability

*5.4 An organisation that demonstrates excellence in local government leadership and customer and community service*

### **4. Financial Considerations**

Activities from the Annual Action Plan 2016/17 were funded via Council's 2016/17 budget process, and also supported by Government grants.

## 5. Consultation/Public Submissions

The 2013-2017 Council planning process involved extensive consultation of stakeholders including the community, Council staff, government agencies, community organisations and private industry. This process resulted in the publication of the 2013-2017 Melton City Council Plan and subsequent 2016/17 Annual Action Plan.

## 6. Risk Analysis

Nil

## 7. Options

That Council:

1. adopt the 2016/17 end of year Annual Action Plan report as detailed at **Appendix 1**
2. provide an alternative option at Council's discretion.

## LIST OF APPENDICES

1. 2016/17 Council Annual Action Plan End of Year Report - dated July 2016 to 30 June 2017

## 12.6 MUNICIPAL PUBLIC HEALTH AND WELLBEING PLAN 2013-2017: FINAL REPORT

**Author: Liz Smith - Health Promotion and Planning Team Leader**  
**Presenter: Maurie Heaney - General Manager Community Services**

### PURPOSE OF REPORT

To report to Council the outcomes of the implementation of the Municipal Public Health and Wellbeing Plan 2013-2017.

### RECOMMENDATION:

That Council note the final Annual Progress Report: Annual Action Plan 2016-2017 of the Municipal Public Health and Wellbeing Plan 2013-2017 as presented at **Appendix 1**.

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### REPORT

#### 1. Executive Summary

Under the *Public Health and Wellbeing Act 2008*, Councils are legislated to develop Municipal Public Health and Wellbeing Plans (MPHWP). The MPHWP is the strategic document that establishes Council's vision for community wellbeing and is closely aligned with the Council Plan and the Municipal Strategic Statement.

Council adopted the MPHWP 2013-2017 in October 2013. Each year annual action plans are developed which provide the operational accountability for how Council will achieve the vision of the MPHWP. The MPHWP 2013-2017 concluded in June 2017.

The Annual Action Plan 2016-2017 was the fourth and final annual action plan and a significant number of outcomes were achieved. The outcomes are reported in the final Annual Progress Report: Annual Action Plan 2016-2017 which is attached at **Appendix 1**.

The MPHWP 2017-2021 has been integrated into the Council and Wellbeing Plan 2017-2021 which was adopted at the Ordinary Council Meeting on 26 June 2017.

#### 2. Background/Issues

Municipal Public Health and Wellbeing Plans are a requirement under the *Public Health and Wellbeing Act 2008*, and Council endorsed the MPHWP 2013-2017 in October 2013.

The MPHWP 2013-2017 aimed to create a safe and well community for all and identified four themes to achieve this:

1. Healthy Places – A sustainable City that promotes community health and wellbeing.
2. A Healthy Community – A safe, inclusive and connected community.
3. Healthy People – A culturally rich, active, safe and connected City.
4. Healthy Lifestyles – A City of people leading healthy and happy lives.

**MPHWP Annual Action Plan 2016-2017**

The Annual Action Plan 2016-2017 was the fourth and final annual action plan that supported the implementation of the MPHWP 2013-2017. It built on previous action plans and further developed a whole of Council approach to integrated health planning. It recognised that health and wellbeing is not solely the responsibility of the health sector, rather that everyone has a role to play in health and wellbeing, directly or indirectly, and a whole-of-Council and whole-of-community approach is required.

The Annual Action Plan 2016-2017 included 106 actions. The following table provides a status update on the actions:

<b>Status</b>	<b>Description</b>	<b>Number of actions</b>
Achieved	The action is completed.	91
On track (included in next plan)	The action has commenced and will continue as a multi-year action in the timeframe of the Council and Wellbeing Plan 2017-2021 (as planned).	5
On track (not included as an action in the next plan)	The action has commenced and is due to be completed outside the timeframe of the MPHWP 2013-2017.	7
Postponed	The action has been postponed for multiple reasons.	3

It is noted that the 7 actions listed as 'on track (not included as an action in the next plan)' will be completed within the current financial year or within agreed project timelines, but have not been included as ongoing actions in the new Council and Wellbeing Plan 2017-2021.

The three actions listed as 'postponed', have been postponed for the following reasons:

- The Maternal and Child Health Positive Parenting Program will continue to be delivered however the review of the program was postponed due to Departmental funding changes. Officers will keep a watching brief of these changes and any impacts to the Positive Parenting Program.
- Exploration of cultural safety professional development for early years educators did commence and further exploration is planned in the near future.
- Play Space development has been included in the Open Space Plan.

The following table highlights some of the key outcomes of the Annual Action Plan 2016-2017:

<b>Healthy Places</b>	<b>A Healthy Community</b>	<b>Healthy People</b>	<b>Healthy Lifestyles</b>
<ul style="list-style-type: none"> <li>- Developed the Community Infrastructure Plan</li> <li>- Delivered an incentive based Buy Local Program</li> </ul>	<ul style="list-style-type: none"> <li>- Support Council's White Ribbon Action team to deliver key preventing violence against women initiatives</li> <li>- Developed the Intercultural Plan</li> </ul>	<ul style="list-style-type: none"> <li>- Supported the activation of the Kirrip Aboriginal Community Hub</li> <li>- Delivered Pop Culture events as a community gathering opportunity</li> </ul>	<ul style="list-style-type: none"> <li>- Developed guidelines to support the implementation of the Community Gardens Policy</li> <li>- Developed Atherstone Regional Play Space</li> </ul>

A copy of the Annual Progress Report: Annual Action Plan 2016-2017 will be provided to the Victorian Department of Health and Human Services as part of Council's monitoring and evaluation requirements under the *Public Health and Wellbeing Act 2008*.

### **3. Council and Wellbeing Plan Reference and Policy Reference**

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

1. A proud, inclusive and safe community: A City of people leading happy and healthy lives

*1.5 Environments that enable and encourage positive public health and wellbeing outcomes.*

### **4. Financial Considerations**

Implementation of the MPHPW 2013-2017 was resourced across the organisation, with actions resourced within individual service unit operational plans and budgets.

### **5. Consultation/Public Submissions**

Each year Council produces an Annual Action Plan identifying the activities and initiatives that Council will work towards achieving. The actions contained within the Annual Action Plans are developed in consultation with key internal and external stakeholders, service providers, and the broader community.

### **6. Risk Analysis**

Failure to address key public health and wellbeing concerns in the community may provide some risk to the residents in the City of Melton. To improve community health and wellbeing, Council continues to consult with the community to ensure public health and wellbeing issues are addressed where possible.

### **7. Options**

That Council adopts the recommendation as presented in this report.

## **LIST OF APPENDICES**

1. MPHWP 2013-2017 Progress Report Annual Action Plan - dated 2016-2017

## 12.7 JWS SATISFACTION SURVEY AND METROPOLIS HOUSEHOLD SURVEY RESULTS 2017

Author: Michelle Rowe - Social Planning Officer  
Presenter: Maurie Heaney - General Manager Community Services

### PURPOSE OF REPORT

To present to Council the results of the JWS Satisfaction Survey 2017 and the Metropolis Household Satisfaction Survey 2017.

### RECOMMENDATION:

That Council note the results of the JWS Satisfaction Survey 2017 at **Appendix 1** and the Metropolis Household Satisfaction Survey 2017 at **Appendix 2**.

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### REPORT

#### 1. Executive Summary

Each year Council undertakes surveying with the community to determine levels of satisfaction with Council's performance across a number of indicators, and to identify issues that the community wish to prioritise for Council attention and advocacy.

This report presents to Council the key findings of two surveys, (1) the State Government initiated JWS Satisfaction Survey 2017 and (2) the Council initiated Metropolis Household Satisfaction Survey 2017, and explains the key differences in the results reported between the two survey approaches.

The JWS Satisfaction Survey 2017 is attached as **Appendix 1** and the Metropolis Household Satisfaction Survey 2017 is attached as **Appendix 2**.

It is important to note that based on the different methodologies and reporting structures, the numerical figures in the two surveys cannot be compared and need to be considered independently.

#### 2. Background/Issues

##### JWS SATISFACTION SURVEY

The State Government, through Local Government Victoria, conducts a state-wide Local Government Community Satisfaction Survey on behalf of Victorian Local Government Authorities. Local Government Victoria contracts JWS Research to conduct the survey on behalf of subscribing Councils.

Melton City Council currently elects to participate in the JWS Survey annually. In 2017 a total of 68 of the 79 local governments elected to participate in the survey, which provides a broad database of results from which Council can benchmark performance.

##### *Survey Methodology*

The **JWS Satisfaction Survey** is conducted by Computer Assisted Telephone Interviewing (CATI) as a representative random probability survey of residents aged 18 years and above within the City of Melton. This survey involved calling residents between Monday and Friday, and included 400 individuals between 1 February and 30 March 2017.

**Key JWS Satisfaction Survey Findings**

Results from the JWS Satisfaction Survey are presented as scores out of 100. Key findings as detailed in the JWS Satisfaction Survey 2017 are:

- **Council's performance remained the strongest** over the last 12 months, on two core performance measures 'Sealed Roads' (62) and 'Customer Service' (68)
- The **overall performance** index of 59 is equal to the State score and one point lower than the Interface score of (60)
- Council performance on **advocacy**, at a score of 54 sits between the State (53) and the Interface (55) scores
- Scored at 55, **making community decisions** was consistent with the Interface score and one point ahead of the State score (54).
- Performance on **Overall Council Direction** at 54, is one point above both the Interface and State scores (53).
- In 2017 Council performed best on **Customer Service** with an index score of 68.

The below table provides a summary of the JWS Satisfaction Survey results from 2012 to 2017 and includes comparisons with the Interface Council's and State scores for 2017 (note index scores out of 100):

Performance Measures	MCC 2012	MCC 2013	MCC 2014	MCC 2015	MCC 2016	MCC 2017	Inter 2017	State 2017
<b>Overall Performance</b>	64	58	59	63	61	<b>59</b>	60	59
<b>Community Consultation</b> (Community consultation and engagement)	61	55	55	59	54	<b>55</b>	53	55
Advocacy (Lobbying on behalf of the community)	58	52	53	58	56	<b>54</b>	55	53
<b>Making Community Decisions</b> (Decisions made in the interest of the community)	n/a	n/a	57	60	56	<b>55</b>	55	54
<b>Sealed Local Roads</b> (Condition of sealed local roads)	n/a	n/a	n/a	62	64	<b>62</b>	59	53
Customer Service	74	67	73	70	72	<b>68</b>	70	69
Overall Council Direction	58	54	57	57	56	<b>54</b>	53	53

\*In 2017, participating Interface Councils included Cardinia, Casey, Mornington Peninsula, Whittlesea and Yarra Ranges.

**METROPOLIS HOUSEHOLD SATISFACTION SURVEY**

The Metropolis Household Satisfaction Survey is commissioned by Council, and has been conducted over the past three years. The 2015 and 2016 survey results established a high baseline for community satisfaction within the City of Melton. The 2017 overall satisfaction

rating is slightly down when compared to 2016, but is still categorised as 'good'. It is evident in the 2017 survey results that public concern relating to community safety, particularly at night, has impacted a number of satisfaction indicators.

The results include satisfaction ratings on performance and core services, as well as 'community opinion and experiences' in relation to a number of topics. Topics include; preferred communication methods; perceptions of public safety; and satisfaction with Council governance and services. Municipal results are presented, and have been benchmarked against the western region and metropolitan Melbourne averages.

### ***Survey Methodology***

**The Metropolis Household Satisfaction Survey** is conducted as a door-to-door interview style and involved 800 households across nine precincts between April and May 2017. Trained interviewers conducted the 20 minute face to face surveys during daylight hours on weekends.

The differences in survey methodology used by Metropolis is believed to account for some variation in the results reported by the two different surveys.

It is important to note that based on the different methodologies and reporting structures, the numerical figures in the two surveys cannot be compared and need to be considered independently.

### ***Key Metropolis Household Satisfaction Survey Findings***

Results from the Metropolis Household Satisfaction Survey are presented as scores out of 10. Compared to the 2016 results, key findings as detailed in the Metropolis Household Satisfaction Survey 2017 are:

- **Overall satisfaction** declined from 6.92 to 6.51 (out of 10), although 6.51 is categorised as 'good'. This is higher than the 2016 metro Melbourne (6.40) average and very similar to the western region average (6.60).

Factors influencing this decline include perception of safety and crime related issues, traffic management (mainly main roads congestion and travel times), planning issues, and very importantly the fall in satisfaction with governance (consultation, engagement, advocacy, making decisions, maintaining trust), which appears to be related to these major state government issues (mainly safety and traffic).

- The main five **aspects of governance and leadership** have declined from 2016 to 2017, including:
  - community consultation and engagement declined from 7.02 to 6.22 (out of 10)
  - representation, lobbying and advocacy declined from 7.09 to 6.00 (out of 10)
  - responsiveness to local community needs declined from 7.01 to 6.21 (out of 10)
  - maintaining trust and confidence declined from 6.91 to 6.00 (out of 10)
  - making decisions in the interests of the community declined 6.89 to 6.04 (out of 10).

However, the 2017 scores are all rated 'solid.'

Survey respondents were asked to identify their top issues for the municipality. These issues are not necessarily Council Service areas, but are general descriptions for issues that the community has an opinion about. These issues for 2017 are outlined below:

- There was a three-fold increase in the proportion of respondents identifying issues of **safety, policing and crime** (31.8 percent of respondents 2017 compared to 8.6 percent in 2016) this year. This issue has been a significant negative influence on overall satisfaction with Council this year. Particular note is made of Caroline Springs where half (50.6 percent) the respondents identified this issue. This issue has been



observed to be increasing significantly across the outer regions of metropolitan Melbourne in recent times and is not unique to the City of Melton.

- **Traffic management** was the second most common issue (identified by 26.8 percent of survey respondents), and this issue was also negatively correlated with overall satisfaction.
- The other top four issues were **road maintenance and repairs, parks, gardens and open spaces, parking and footpath maintenance and repairs**. These other top issues were not found to be significant negative influences on overall satisfaction.

The survey also identifies top five and bottom five areas for satisfaction. The top five areas for satisfaction are outlined as follows:

- Local Library
- Regular garbage collection
- Regular recycling
- Green waste collection
- Health Services for babies, infants and toddlers

The bottom five areas for satisfaction are as follows:

- Footpath maintenance
- Local traffic management
- Public toilets
- Parking enforcement
- Provision and maintenance of street trees

It is interesting to consider that satisfaction levels with garbage collection, recycling and green waste collection are high, but satisfaction with litter collection in public areas decreased between 2016 and 2017. This is despite significant investment by Council in litter collection, graffiti cleaning and other public space treatments.

Another interesting observation from the data is that the community has reported an increase in the preference for digital or electronic forms of communication. Ratings for Council's website and social media as preferred means of communication have increased, and rating for articles or columns in local newspapers have decreased.

This is the third time that Council has undertaken the detailed Metropolis Household Satisfaction Survey and the table below compares results for key indicators across the three survey periods.

Key Indicator	2015	2016	2017
<b>Overall Satisfaction</b>	6.84	6.92	<b>6.51</b>
<b>Community &amp; Leisure</b>	7.88	7.93	<b>7.88</b>
<b>Waste management</b>	7.94	7.85	<b>7.77</b>
<b>Communications</b>	7.28	7.57	<b>7.09</b>
<b>Local Laws</b>	7.21	7.22	<b>7.05</b>
<b>Infrastructure</b>	7.16	7.18	<b>6.79</b>

## SUMMARY

The JWS Satisfaction Survey results indicate that Council is performing comparatively well overall when measured against both State and Interface Council scores.

The Metropolis Household Satisfaction Survey results are pleasing in an overall sense, but provide insight as the impact of the issues of public safety and traffic management on overall community satisfaction.

### **3. Council Plan Reference and Policy Reference**

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

2. A Well Governed and Leading Organisation: Operating with innovation, transparency, accountability and sustainability.

*2.5 Advocate in the best interests of our community and region.*

### **4. Financial Considerations**

The cost of the survey was budgeted for within Council's annual recurrent budget.

### **5. Consultation/Public Submissions**

The JWS and Metropolis Surveys are a form of community consultation, and represent Council's ongoing commitment to engaging with the community to improve performance and service delivery.

### **6. Risk Analysis**

There are no risks identified in receiving the results of the JWS and Metropolis Surveys.

### **7. Options**

Council has the option to endorse the recommendation of the report.

### **LIST OF APPENDICES**

1. JWS Satisfaction Survey 2017 - conducted 1 February to 30 March 2017
2. Metropolis Household Satisfaction Survey Report 2017 - dated June 2017

## 12.8 PROPOSED TRAFFIC EDUCATION SCHOOL

**Author: Kate Waters - Coordinator Social Planning and Wellbeing**  
**Presenter: Maurie Heaney - General Manager Community Services**

### PURPOSE OF REPORT

To provide information and seek Council's endorsement for the design, construction and management of a proposed Traffic Education School to be located at the Bridge Road Sports and Community Hub precinct.

### RECOMMENDATION:

That Council endorse the development of a Traffic Education School at the Bridge Road Sports and Community Hub precinct, as detailed under option 1 within the report.

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## REPORT

### 1. Executive Summary

As part of Council's agreement with Lendlease and the Atherstone Development, a Traffic Education School was included in Council's initiatives for early delivery of infrastructure at the Bridge Road Sports and Community Hub precinct. The agreement with Lendlease specifically states, 'provision of a traffic school, consistent with the objectives of Council's Road Safety Strategy.'

The project costs are provided for within the agreement, with costs specified within the Developer Contribution Plan stating that, 'Actual costs borne by the Developer however \$500,000 will be reflected as a project cost in the Commercial Assessment.' Based on increases due to annual indexation, this figure is now \$566,600 and is provided for the design and construction of the proposed traffic school.

Two options, a Traffic Education School and a traffic park have been considered and are detailed in the Business Case, as presented at **Appendix 1**. Council officers recommend the option involving a Traffic Education School, and furthermore recommend that Council develop a management and operational model consisting of a lease arrangement with a private provider.

### 2. Background/Issues

As part of Council's agreement with Lendlease and the Atherstone Development established in 2011, a Traffic Education School was included in Council's initiatives for early delivery of infrastructure. The agreement specifically states, 'provision of a traffic school, consistent with the objectives of Council's Road Safety Strategy. The aim of the facility would be to support community education in traffic safety.' Costs are also specified within the Developer Contribution Plan stating that, 'Actual costs borne by the Developer however \$500,000 will be reflected as a project cost in the Commercial Assessment.' Based on annual indexation, this figure is now \$566,600 and is for design and construction of the project.

In considering the options for this project, officers have assessed two options in the Business Case. The first and the recommended option details the benefits of a Traffic Education School which will involve road safety education for children, access for bookable private

functions, and public access via drop-in sessions. The second and the not recommended option details a 'traffic park' accessible as public open space.

The proposed Traffic Education School will be located at the Bridge Road Sports and Community Hub precinct, adjacent to the Regional Play Space. The objectives of the proposed Traffic Education School include:

- Providing early education in road safety whereby positive lifelong attitudes and behaviours to road safety can be formed.
- Supporting schools to access local bike education.
- Normalising, promoting and encouraging active transport.
- Providing a new form of community infrastructure that provides community access to services and opportunities to recreate, learn and socialise.

A Traffic Education School is strongly aligned with the strategic direction of Council including its Council and Wellbeing Plan 2017-2021, Road 2 Zero Road Safety Action Plan, Integrated Transport Strategy, Safer City Plan, and Municipal Early Years Plan.

### Proposed Traffic Education School

Two options, a Traffic Education School and a traffic park are detailed in the Business Case, as presented at **Appendix 1**. A summary of the two options is presented below:

Option 1: Traffic Education School (recommended)	Option 2: Traffic Park
<ul style="list-style-type: none"> <li>• Fully fenced and secured</li> <li>• Provision and storage of bike fleet</li> <li>• Leased to a private operator who will manage bookings and provide road safety education for schools and kinder groups, do minor maintenance and receive income</li> <li>• Access to wider community for birthday parties/gatherings and public access via drop in sessions</li> <li>• Council would be responsible for major maintenance</li> <li>• \$566,600 for design and construction</li> </ul>	<ul style="list-style-type: none"> <li>• Open space design with low lying boundary fencing</li> <li>• No provision of bike fleet</li> <li>• School and kinder group bookings to be managed by Council (administration costs incurred by Council), however user groups need to supply own bikes and road safety educator</li> <li>• Council would be responsible for minor and major maintenance</li> <li>• \$475,000 for design and construction</li> </ul>

Option 1: Traffic Education School is the recommended model and presents the most community benefit. This option has a primary catchment of 36 schools and a potential catchment of over 90 schools including schools from the City of Melton and neighbouring municipalities. Under this option, City of Melton schools would be given priority access.

A key advantage of this model is the onsite provision and storage of bikes. Schools have expressed that a barrier to providing bike education is an inability to access bikes. Further to this, feedback indicates that even if students are to bring their own bikes, this would represent a barrier for disadvantaged children who do not own a bike.

Of the primary schools in the City of Melton:

- Only 3-4 schools access the Westgate Bike Trailer and run bike education sessions at the school (the Westgate Bike Trailer must be picked up and returned to Maribyrnong)
- Only 1-2 schools access a purpose built Traffic Education School.

When asked by officers, 30 of the 32 primary schools in the City of Melton expressed interest in utilising a City of Melton Traffic Education School.

### **Traffic Education School Management Models and Costs**

There are currently six Traffic Education Schools in metropolitan Melbourne, and a further two in regional Victoria. These schools have varying management models including Council owned and managed models, and Council owned and leased to a private operator models.

Option 1: Traffic Education School, recommends leasing the Traffic Education School to a private operator. Officers have confirmed that the market will express interest to operate the City of Melton Traffic Education School if the opportunity arises. Officers have confidence that if this model is endorsed, an effective outcome is achievable.

However, there remains a minor risk that a suitable private provider may not be found. If this does occur, Council will need to consider the cost implications of managing the Traffic Education School itself. If so, a Council officer would be required to oversee the bookings, marketing and promotion, and provide road safety education. This would require a new position to be funded. The industry standard is a band 5 level position requiring bike education qualifications as part of the position description. EFT varies depending on the operating hours of each Traffic Education School.

This initial investment (based on 1xEFT) by Council would be approximately \$64,500. In the first year it is unlikely that this investment would be fully recouped until the Traffic Education School gains momentum. However, in subsequent years it is likely staff costs will be fully recouped.

Based on benchmarking against the metropolitan Traffic Education Schools, the below table outlines the estimated ongoing operating costs and income per annum if Council was required to manage the facility.

<b>Items</b>	<b>Income</b>	<b>Expenses</b>
<b>Potential income:</b> Bookings from school and kinder groups, birthday parties and other private use	\$85,825	
<b>Probable operating costs:</b> Staffing and minor maintenance		\$71,720
<b>Asset Maintenance Costs:</b> General annual maintenance e.g. bike fleet, surface and signals		\$9,900
Sub Totals	\$85,825	\$81,620
<b>Probable Net Income</b>	<b>\$3,205</b>	

If Option 2: Traffic Park is considered, it is anticipated that Council will incur some administration costs in relation to managing bookings and providing minor and major maintenance as per current open space requirements.

As stated above, officers are confident that a suitable private provider can be sourced to enable Council to enter into a lease arrangement for the facility. Therefore the ongoing financial impact of this project on Council is limited.

### **3. Council and Wellbeing Plan Reference and Policy Reference**

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

3. A well planned and built City: A City with a clear vision to manage growth in a sustainable and accessible way

3.2 *Community facilities, infrastructure and services that are equitably planned for, provided and maintained.*

#### **4. Financial Considerations**

The design and construction of the Traffic Education School will be fully funded under Council's agreement with Lendlease and the Atherstone development. Based on indexation, \$566,600 is available via the Developer Contribution Plan for design and construction of the project.

If Council endorse the development of a Traffic Education School, it will be included in the Capital Works Program for 2018/19, however it will show a neutral cost to Council due to the \$566,600 developer contribution.

Once designed and constructed, the facility will be added to Council's asset register and be included in the relevant maintenance schedules. This ongoing financial impact will be considered through Council's annual budget processes.

#### **5. Consultation/Public Submissions**

In preparing this report and the Business Case as presented at **Appendix 1**, officers visited traffic schools in the Cities of Casey, Moonee Valley, Glen Eira and Boroondara.

Furthermore, details of operation, management models, income and expenditure and maintenance requirements have been considered by officers within the City of Melton context.

In addition, officers contacted all primary schools within the City of Melton and thirty of the thirty-two primary schools expressed interest in utilising a facility as presented at Option 1: Traffic Education School.

#### **6. Risk Analysis**

If Option 1: Traffic Education School is endorsed, the following risk needs to be considered:

- Failure to obtain a suitable private provider to lease and manage the Traffic Education School. If this occurs, Council has the option to manage the Traffic Education School which will include employing a dedicated officer at a cost of approximately \$64,500 per annum. It is likely that within a couple of years, this cost will be recouped.

#### **7. Options**

Council has the option to:

1. Endorse the recommendations as presented in this report.
2. Endorse the design and construction of Option 2: Traffic Park, at the Bridge Road Sports and Community Hub precinct.
3. Do not proceed with the design and construction of a Traffic Education School or Traffic Park.

#### **LIST OF APPENDICES**

1. Business Case Traffic Education School - dated 7 July 2017

## 12.9 MUNICIPAL ASSOCIATION OF VICTORIA 2016/17 ACHIEVEMENTS

**Author: Peter Bean - General Manager Corporate Services**  
**Presenter: Peter Bean – General Manager Corporate Services**

### PURPOSE OF REPORT

To inform Council of some significant outcomes during 2016/17 year and to advise of the focus of the association going forward.

### RECOMMENDATION:

That Council note the report.

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## REPORT

### 1. Executive Summary

The MAV represents, protects and enhances the interests of Local Government through its advocacy and campaigns, consultation and negotiation, research and policy advice. Members of the association influence and set strategic directions of the association, while the board defines the detail of policy and strategies, and monitors and evaluates its performance. It provides a range of sector development opportunities through member programs, projects, awards, events and professional development activities. Its core policy expertise includes asset management, economics and finance, emergency management, environment, governance, human services, indigenous, planning, public health, transport, technology and workplace. It also hosts a three tier professional development pathway that caters for all Councillor skill levels and includes both accredited and non-accredited options. It also provides scholarships, fellowships and awards to both advance and acknowledge the leadership of elected representatives.

Over the past 12 months the MAV has achieved some significant outcomes for members including new funding wins, signed partnership agreements, joint procurement savings and innovative projects to drive efficiency and productivity reforms within Local Government.

In the year ahead the association will continue to build on this work through their advocacy, capacity building and business initiatives, and advice to protect, strengthen and support the viability of the sector. There is to be a strong focus on the future role, directions and operations of the MAV as Council's peak body through both the government's review of the guiding legislation, which will then generate a comprehensive review of operational guidelines, policies and procedures.

### 2. Background/Issues

The Municipal Association of Victoria is incorporated by an act of State Parliament, being the *Municipal Association Act 1907*. This defines the purpose and sets out how they operate as well as empowering the member Councils to make rules to further clarify its role and processes. It is governed by a State Council made up of all representatives of member Councils. There are eight key focus groups or committees formed that offer strategic advice to the board in a range of areas including environment, planning, transport and infrastructure. Members raise issues on behalf of Local Government that affect their communities and these committees assist the board to obtain an industry wide position on matters when supporting

and assisting in resolving these issues. The association also offers members legal advice, insurance, governance support and also act as a procurement agent.

Attached as **Appendix 1** are the MAV achievements over the past 12 months outlined in four key categories in relation to funding, innovations, partnerships and efficiencies. It also sets out the Strategic Work Plan and the four key objectives that drive the association's priority work actions in delivering the benefits to member Councils. Outlined in detail in this attachment are achievements that relate to each of these four key objectives. Some outcomes are of benefit to the whole of the Local Government Sector, such as successes in funding, however the MAV's success in securing these wins is dependent upon the collective input and participation of the membership. The united voice provides an essential role and powerful negotiating position with other levels of government. The member services and opportunities provide a direct benefit to member Councils who choose to participate such as accessing the MAV group procurement, training and events, participation of working groups and committees provide an input to MAV submissions.

These opportunities are taken up to varying degrees by Councillors and staff from each Council. The association continually undertakes audits to identify gaps so as to ensure that they can work with members to maximise engagement and service participation opportunities.

Council training opportunities via the MAV can be accessed through the Councillor credits system. This system is one whereby Councils can purchase training and development credits to fund the cost of attending programs. Prior to 23 June 2106, for every \$1.00 spent in purchasing credits, the value in applying them to fund attendance at programs was \$5.00. After this date the system recognised the value of the points as being \$ for \$. Whilst there is no longer any financial benefit in purchasing the credits, there are advantages of this process in Councils being able to accumulate training dollars over a number of years that can be held by the MAV for them if they find it challenging in being able to fund significant training in a year due to budgetary constraints. This would be relevant in year 1 of a new Council with new Councillors. At present Melton City Council have a Councillor Credit Point balance of 15,483.

### **3. Council Plan Reference and Policy Reference**

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

3. A well planned and built City: A City with a clear vision to manage growth in a sustainable and accessible way

*3.1 A City that strategically plans for growth and development*

### **4. Financial Considerations**

Financial commitment to the association is done by two means. The first being an annual membership prescription which for 2017/18 is \$40,606.28 (incl GST). Other financial contributions to the association are done through user pay structures in the form of provision for training or specific advocacy campaigns that may be undertaken where Councils can opt in.

### **5. Consultation/Public Submissions**

No consultation was undertaken in preparation of this report.



## **6. Risk Analysis**

As the report is outlining achievements of the 2016/17 year and the action plan in going forward for the Association, there are no risks to be considered in the preparation of this report.

## **7. Options**

Nil

## **LIST OF APPENDICES**

1. MAV Achievements - undated

## 12.10 UN-EARTHING OF TIME CAPSULE - SURBITON PARK

**Author: Peter Bean - General Manager Corporate Services**  
**Presenter: Peter Bean - General Manager Corporate Services**

### PURPOSE OF REPORT

To inform Council of the opening of the Council time capsule located at Surbiton Park.

### RECOMMENDATION:

That Council:

1. receive the report for information
2. endorse the joint financial support shared between Western Water and Council in the hosting of the proposed function
3. support the creation of the new time capsule to replace the one that is to be opened.

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## REPORT

### 1. Executive Summary

Council staff have been approached by members of the Pinkerton Family, seeking Council's support to host a celebratory function on the 8 November 2017 to open a time capsule that was placed in the Pinkerton Family Memorial Cairn in 1992 as part of the Surbiton Park Project. The Surbiton Park Project was undertaken by the then Shire of Melton as part of its requirement to address the future proofing of water and sewage waste management and recycling needs for the municipality into the future.

On the 8 November 1992 a time capsule from the Pinkerton Family was opened and the time capsule that replaced that family one was done by the Shire of Melton for its residents to capture life as it was at that time so it could be opened after a 25 year period and compared to what the municipality looks like at this new time, 8 November 2017. Representatives for the Pinkerton Family have made contact with Council asking for it to support the family in hosting a function on this date and part of that function would be to replace the opened capsule with a new one. As the land is now owned by Western Water, Council can only support this request in conjunction with it being the landowner. All discussions with Western Water have been that they are supportive of working with Council to host an appropriate event to mark this auspicious occasion, but ensuring that it is delivered with key community groups involved.

### 2. Background/Issues

The Surbiton Park Time Capsule is scheduled to be opened on Wednesday November 8 2017. The time capsule was placed in the Pinkerton Family Memorial Cairn in 1992 as part of the Surbiton Park Project. The Surbiton Park Project was undertaken by the then Shire of Melton primarily for water and sewage waste management and recycling to address the future needs of the Melton municipality. As part of the project there was major archeological excavation to relocate the pioneer graves and historic cairn of the pioneering Pinkerton Family to Pinkerton Forest, a re-burial of the bodies and a rededication of the cairn. This received major press coverage at the time and was considered a significant event for the municipality in capturing 'life' of Melton at that time. Regeneration and management of the

Pinkerton Forest which is a rare grey box woodland ruminant was the third part of the project. This large community endeavor was undertaken by representatives of the Council and water services body – being Western Water, the Historical Society representatives of all environment and landcare groups, service clubs and secondary schools located within the Melton Township. The Pinkerton Family descendants also played a significant role in the endeavor.

The time capsule that was placed at the cairn was done so by the Shire of Melton in conjunction with the Melton and District Historical Society and students of Mowbray College. Whilst the site is located on land owned by Western Water and used for the purposes of a sewage treatment plant the Pinkerton Landcare and Environment Group regularly visit the cairn and have played a significant role in the upkeep and oversight of the Pinkerton Forest since this time.

It is proposed that a function is organised to recognise the opening of the cairn and access of the capsule be done in conjunction with Western Water. Meetings have been held with members of the original project and descendants of the Pinkerton Family. A number of meetings have been held including a site visit to ascertain how a function can be facilitated at that location. It is proposed that all schools will be invited to participate within the municipality, service clubs, environmental groups and historical organisations. It is planned that there would be approximately 120 participating on the day and following the official ceremony at the cairn there will be a small gathering at a historic woolshed approximately 100 meters away where there will be a display outlining the history of the immediate area. There are two significant scar trees located at the cairn and it is deemed appropriate in this instance for a welcome to country as part of the ceremonies due to the significance of the indigenous occupants at this location.

It is proposed that a new time capsule will be placed in the cairn and staff are currently collating a list of appropriate documents that capture the essence of the municipality in 2017 that will be informative and insightful in a further 25 year period as to how Council saw the municipality in 2042 as it the current time.

### **3. Council and Wellbeing Plan Reference and Policy Reference**

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

1. A proud, inclusive and safe community: A City of people leading happy and healthy lives
  - 1.4 *A resilient community promoting social cohesion.*

### **4. Financial Considerations**

There is no specific budgeted item for this. Hosting it in conjunction with Western Water will see costs shared between the two entities and it is envisaged at this stage that it will cost Council approximately \$3000 to \$4000. This is primarily in relation to costs involved in unearthing the existing time capsule, the hosting of the official function, including Welcome to Country and associated costs for the replacement of the time capsule such as an appropriate plaque and works involved in that. Other ancillary costs are catering and display components in the after ceremony activities.

### **5. Consultation/Public Submissions**

No consultation has been undertaken to date outside of the discussions with the Land Care Group, Pinkerton Family representatives, Western Water and Melton City Council staff.

**6. Risk Analysis**

The activities are deemed to be of low risk in relation to the activity undertaken and Council's participation in it.

**7. Options**

No options have been considered in the preparation of this report, other than what has been presented.

**LIST OF APPENDICES**

Nil

## 12.11 CAROLINE SPRINGS SOUTH LOCAL AREA TRAFFIC MANAGEMENT STUDY

Author: Anthony Pham - Traffic Engineer

Presenter: Luke Shannon - General Manager Planning & Development

### PURPOSE OF REPORT

To present to Council the outcome of the Caroline Springs South Local Area Traffic Management study.

### RECOMMENDATION:

That Council:

1. adopt the proposed traffic management project items identified in the Caroline Springs South Local Area Traffic Management study and refer them to the capital works program
  2. advise all Caroline Springs South residents of the outcome
  3. write to the residents involved in the Traffic Study Group, thanking them for their contribution to the process.
- 

### REPORT

#### 1. Executive Summary

Council proactively undertook a Local Area Traffic Management (LATM) study of the Caroline Springs South area, to holistically address traffic concerns of the local community in relation to safety, congestion and amenity.

The LATM study involved extensive consultation with residents in the study area that contributed valuable information, to assist the Traffic Study Group (TSG) in developing the recommended Traffic Management Plan (TMP). The TSG consisted of community representatives, Councillors, Victoria Police, council officers and traffic consultants.

The proposed treatments are a variety of road infrastructure such as splitter islands, indented parking bays, signage and line-marking. A total of 19 project items were recommended at an estimated total cost of \$90,500.

#### 2. Background/Issues

##### Local Area Traffic Management (LATM) Study

The Caroline Springs South LATM study was conducted as part of Council's proactive approach to traffic related issues in the community and as a result of the increasing number of customer requests and enquiries being received in relation to traffic issues in the area.

The Caroline Springs South catchment contains approximately 1,191 residential properties and is bounded by Caroline Springs Boulevard, Rockbank Middle Road, Clarke Road and the Western Highway (refer to Appendix 1 for plan of the study area).

The aim of a LATM study is to recommend additions and/or modifications to the existing road infrastructure, to:

- Reduce the severity and likelihood of accidents involving pedestrians and vehicles in the area

- Discourage through traffic from using local streets
- Address traffic concerns raised by the community, while maintaining adequate levels of accessibility for local residents and emergency services
- Adopt a proactive and holistic approach to traffic calming rather than reactive.

The LATM study process was conducted in accordance with the AustRoads – Guide to Traffic Management Part 8 – Local Area Traffic Management.

A traffic engineering consultant, One Mile Grid, was engaged in August 2016 to conduct the LATM study on Council's behalf. The consultant's brief was to investigate, collect data, consult the community, report findings and make recommendations to Council to address issues identified throughout the process.

Consultation with the community was conducted, as detailed below in section 5.

### Recommended Traffic Management Plan (TMP)

The Caroline Springs South LATM study identified that 19 separate project items are required to address issues raised through the consultation process (refer to Appendix 2 for a plan of the recommended TMP). The recommended project items are detailed in Table 1 below (refer to Appendix 3 for an example of a recommended project item).

**Table 1:**

Location	Proposal	Cost	Priority	
			High	Low
<b>Bridgewater Terrace</b>	No Stopping Signage	\$1,000	✓	
<b>Grampians Way</b>	Splitter Island	\$5,000	✓	
<b>Lauriston Quay</b>	Splitter Island (Rockbank Middle Road)	\$4,500	✓	
<b>Rosslyn Cove</b>	Pedestrian Crossing Realignment	\$4,500	✓	
<b>Wyperfield Circuit</b>	Splitter Island	\$4,500	✓	
<b>The Parkway</b>	Splitter Island (Osmond Place)	\$5,000	✓	
	Splitter Island (Otway Green)	\$7,000	✓	
	Splitter Island (Rockbank Middle Road)	\$4,500	✓	
	Splitter Island (Tamborine Way)	\$5,000	✓	
<b>Springlake Avenue</b>	Splitter Island (East)	\$5,500	✓	
	Splitter Island (Victoria Way)	\$5,000	✓	
	Pedestrian Signage	\$500	✓	
	Line Marking Renewal	\$1,500		✓
	Additional Parking (East)	\$15,000		✓
	Additional Parking (West)	\$15,000		✓
<b>Glenmaggie Chase</b>	Signage & Line Marking	\$250		✓
<b>King Circuit</b>	Line Marking	\$2,000		✓
<b>Wendouree Parade</b>	'No Through Road' Sign	\$250		✓
<b>Total</b>		\$90,500		

### 3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

3. A well planned and built City: A City with a clear vision to manage growth in a sustainable and accessible way

*3.4 A flexible, safe and health promoting transport network that enables people to move around.*

### 4. Financial Considerations

Council has the following options:

- Option 1 – The estimated total cost of all recommended project items is \$90,500. Funding of \$60,000 has already been allocated from the traffic management device program within the capital works program, to undertake construction works this financial year (2017-2018). The additional parking at the recreational reserve along Springlake Avenue will be referred to the capital works program for funding in the 2018-2019 financial year
- Option 2 – No expenditure.

### 5. Consultation/Public Submissions

Extensive consultation with the community within the study area was conducted in the form of questionnaire surveys and a working group. The questionnaire surveys were mailed out twice to all residents and the working group convened at three meetings. The first questionnaire survey was seeking feedback on local knowledge of traffic issues in the study area and the last questionnaire survey was seeking comments on the traffic management plan of treatments proposed. A working group or Traffic Study Group (TSG) was established, which comprised of the Ward Councillors (Cr Kesic, Cr Majdlik & Cr Abboushi), self nominated residents, Victoria Police, council officers and traffic consultants.

#### Traffic Study Group Meetings

Three TSG meetings were held at various stages during the LATM study:

- Meeting 1 (23 November 2016) – Presentation of the issues paper, identifying and prioritising key issues;
- Meeting 2 (15 February 2017) – Development of traffic management options and formulation of a recommended TMP for community comment; and
- Meeting 3 (12 April 2017) – Review of community responses to the proposed TMP.

#### Response Rate

Questionnaire 1 – Identification of Issues

- 71 responses were received representing 6 percent of the total questionnaires distributed.

Questionnaire 2 – Proposed TMP

- 94 responses were received representing 8 percent of the total questionnaires distributed.

Overall Response

- 78 percent of respondents in full support of proposed TMP
- 17 percent of respondents in partial support of proposed TMP

- 3 percent of respondents did not support the proposed TMP.

Those who only partially supported the proposed TMP generally believe only some issues required addressing or had issues with the type of devices (e.g. speed hump or wombat crossing).

Those who did not support the proposed TMP at all, generally did not believe there were any issues that need addressing. The traffic data and resident responses clearly indicated there are issues within this precinct and the proposed TMP will address these.

## 6. Risk Analysis

- Option 1 – The risks associated with adopting the recommended projects is some residents within the Caroline Springs South area may object to these projects when they are installed.
- Option 2 - The risks associated with not adopting the recommend projects items identified in the Caroline Springs South LATM study would be:
  - A crash occurring at one of the sites recommended for treatment causing an injury to pedestrians or vehicle occupants. This could expose Council to possible legal action.
  - Community concern at no works being implemented to address traffic issues within the Caroline Springs South area.

## 7. Options

- Option 1 – Adopt the recommended traffic management project items for the Caroline Springs South area and fund the implementation of these projects from the capitals works program
- Option 2 – Not adopt the study and remove the recommended project items from the capital works program.

## LIST OF APPENDICES

1. Study Area (to be printed in A3) - dated 13 July 2017
2. Recommended Traffic Management Plan - undated
3. A Recommended Project Item - dated 18 July 2017



## 12.12 PLANNING APPLICATION PA 2017/5599 - USE AND DEVELOPMENT FOR A CHILDCARE CENTRE WITH ASSOCIATED CAR PARKING AND LANDSCAPING AT 143 BROOKLYN ROAD, BROOKFIELD

Author: Joseph Oyelowo - Development Planner  
Presenter: Bob Baggio - Manager Planning Services

### PURPOSE OF REPORT

To consider and determine the above planning application.

### RECOMMENDATION:

That Council issue a Notice of Decision to Grant a Permit subject to the conditions outlined in **Appendix 6** of this report.

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## REPORT

### 1. Background

#### Executive Summary

Applicant:	Port Phillip Building Services
Proposal:	Childcare Centre
Existing Land Use:	Dwelling
Zone:	Neighbourhood Residential
Overlays:	Nil
Number of Objections:	24
Key Planning Issues:	Suitability of the site and location Traffic safety and congestion
Recommendation:	Approve application

#### Planning History

In 2014, the land was rezoned from Residential 1 to Neighbourhood Residential, as part of a broad planning scheme change which introduced the new residential zones across the municipality.

In 2015, Council approved a planning permit for a two lot subdivision which created the subject lot. The other lot created is currently vacant.

#### The Land and Surrounding Area

The subject land is generally referred to as 143 Brooklyn Road, Brookfield and described as Lot 1 on Plan of Subdivision 734817. The land is located on the south west corner of Brooklyn Road and Campbell Court approximately 700 metres west of Coburns Road. The land has an area of 2,564 square metres.

Other features of the site are as follows:

- There is an existing single storey dwelling with five bedrooms and large shed on the site with a U shaped driveway.
- The land is rectangular in shape except for a splay at the north-eastern corner, has a primary frontage to Brooklyn Road of 41 metres and a side abuttal to Campbell Court of 51 metres.
- The subject land is well landscaped with extensive vegetation.
- Vehicle access/exit from the land is from two single vehicle crossovers on the northern frontage to Brooklyn Road.

Brooklyn Road is a connector road consisting of two lanes. Parallel kerbside parking is provided on the north side of Brooklyn Road as well as a bicycle lane. The land forms part of an area that is commonly known as the Brookfield Acres Estate. The Estate is generally bounded by Brooklyn Road to the north, Arnolds Creek to the south and east and Clarkes Road to the west.

The surrounding area comprises predominately of established dwellings, however the Melton Christian College is located approximately 230 metres and Genesis Gym approximately 600 metres east of the site. The College consists of students from prep to year 12. Other schools that are located 1.2 kilometre east of the subject land are Straughton College, St Anthony's Catholic School and Melton South Primary School.

Refer to **Appendix 1** for a locality plan.

### **The Application**

The application proposes the use and development of the land for a Childcare Centre with associated car parking and landscaping.

The proposal is summarised as follows:

- Alteration and additions to the existing dwelling are proposed to allow the building to be used as a childcare centre to accommodate 90 children. The extension will maintain the single storey, hipped roof form.
- Hours of operation will be 7.00am to 6.30pm - Monday to Friday.
- The number of staff available on the premises will be 10.
- Windows and rollers doors to the garage, some internal walls, walk in robe to the master bedroom, laundry, bathroom and robe for bedroom 2 and 3 will be removed. While the pergola will be demolished.
- The proposed ground floor will consist of five play rooms for various ages including associated change areas, cot rooms and storage. There will also be five play areas resulting in one per play room.
- The floor plan will also consist of an entrance foyer, reception and meeting room, staff storage area, central kitchen, two staff rooms, toilets and laundry.
- The outdoor play area will consist of a playground with equipment and surfacing.
- Car parking for 21 cars including one disabled space will be located on the north side of the property boundary. The driveway will be paved to Council's specifications.
- A free standing non-illuminated business sign will be erected within the property boundary located on each side of the internal driveway. Each business sign will contain the words 'Little Sunflowers – Childcare & Early Learning'.
- There will also be a sculpture of a sunflower located within the front landscape area. The sculpture will be 1.5 metres wide and 2 metres high.

A traffic impact assessment report was submitted as part of the application. The report addresses issues associated with the expected traffic impacts of the proposal, including likely effects on car parking provision and demand on the adjacent road network.

The traffic report indicates that the peak hour of the proposed childcare care centre does not coincide with the peak school hour traffic. From the empirical assessment carried out it is submitted that the peak hour of the childcare centre will be 7.30am to 8.30am and 4pm to 5pm while that of the Melton Christian College is 8am to 9am and 3pm to 4pm. The conclusion of the report was that the traffic movement generated by the proposal can be appropriately accommodated within the surrounding street network.

Refer to **Appendix 2** for plans of the proposal.

### Planning Controls

Zone	Clause 32.09 - Neighbourhood Residential Zone (NRZ)	Permit required for the use and development of a childcare centre.
Overlays	Nil	Nil
Particular Provisions	Clause 52.05 – Advertising signs  Clause 52.06 – Car Parking	Permit required for the business identification signs.  0.22 car spaced are required per child. 90 children are proposed equating to 19 car spaces The application makes provision for 21 spaces.

A full assessment of the proposal against the relevant State and Local planning policies is included in **Appendix 3**.

### Is the land affected by a Restrictive Covenant?

The land was affected by a Restrictive Covenant however this expired on 28 February 2015. A Section 173 Agreement relates to storm water management, limits the number of dwelling on the land to one, and restricts any further subdivision of the land. The proposal is consistent with Agreement.

### Is the land of Cultural Heritage Sensitivity?

The Aboriginal Heritage Regulations 2007 specify the circumstances in which a cultural heritage management plan is required for an activity or class of activity.

Council's GIS does not identify the land as having Aboriginal Cultural Heritage Sensitivity. Hence, a cultural heritage management plan is not required.

## 2. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

3. A well planned and built City: A City with a clear vision to manage growth in a sustainable and accessible way.

3.1 *A City that strategically plans for growth and development.*

## 3. Financial Considerations

No Council related financial considerations are involved with the application.

## 4. Consultation/Public Submissions

### Public notification of the application

The application was subject to notification. The notification was satisfactorily completed and 24 objections were received.

The grounds of objection may be summarised as follows:

- There is no need for another child care centre as there are ample childcare centres in Melton already.
- The proposed childcare centre is incompatible with the residential nature of the neighbourhood.
- Insufficient car parking is provided on-site, resulting in on-street car parking issues.
- The childcare centre would add to the noise and increase traffic congestion on Brooklyn Road principally caused by the nearby school.
- Concern that if Council approves this application it may set a precedent for further businesses establishing in the area.
- Other concerns such as overshadowing from shade sails and vegetation removal, property devaluation, and scale of the proposed building.

A response to the objections is provided in **Appendix 4**.

### Referral of the application

The application was referred to Council's Engineering Department (Traffic Section) for comment and advice. A complete list of responses is included in **Appendix 5**.

## 5. Issues

### Planning Assessment

The Neighbourhood Residential Zone has as one of its purposes:

'To allow educational, recreational, religious, community and a limited range of other non-residential uses in appropriate locations.'

It is considered that the main issues for Council to consider with this application is whether:

- The site is in an appropriate location for the use.
- The residential amenity of the area will be detrimentally affected by the proposal.

While it is acknowledged that a child care centre is a non-residential use, it is generally considered that this type of use can be appropriate in a residential area provided that it does not unreasonably cause a detriment to the amenity of surrounding residents.

The advantage of co-locating non-residential uses within a residential area is that services will be easily and quickly accessible. In addition childcare centres positively support families by providing an environment where young children will be able to stay while enabling the parents to participate in work and community life.

The existing single storey building will not be demolished to make way for the proposed childcare centre. The only works that will be carried out are internal renovations and minor extension to the rear of the building to make the different children rooms bigger. The other construction works that will be carried out is the car parking area located within the front setback of the property. The height of the building will not be increased as such there will not be an issue of visual bulk or overshadowing. The building will still resemble a residential dwelling, and so it will not appear out of place.

Some of the objectors in close proximity to the subject land have raised concerns about the noise of children generated by childcare centres. In this respect, the applicants have agreed to a permit condition for acoustic fencing along the western and southern boundaries to reduce any noise impacts to adjoining properties. The precise design, material and height of the acoustic screening or any other measures to minimise noise would be subject to an acoustic report to be prepared to the satisfaction of the responsible authority.

Most of the objections to the proposal was about the traffic congestion on Brooklyn Road. The traffic report submitted by the applicant provides empirical evidence and analysis to demonstrate that the amenity effect of the extra traffic generated by the proposed childcare centres will be negligible compared to the traffic already generated by the existing College along Brooklyn Road.

In addition the peak hour for the childcare centre will be 7.30am to 8.30am and 4pm to 5pm while that of the Melton Christian College is 8am to 9am and 3pm to 4pm. In this instance it is evident that the peak hour of the proposed childcare centre will not coincide with the peak school hour traffic. In addition Council's Traffic Engineers has not raised any concerns regarding the empirical evidence and analysis presented in the traffic report.

## 6. Options

Council can either support the application by issuing a Notice of Decision to Grant a Permit or not support the proposal by issuing a Notice of Refusal.

## 7. Conclusion

The application has been assessed against the State Planning Policy Framework, Local Planning Policy Framework, Zone provisions and Clause 65 of the Melton Planning Scheme.

It is considered that the proposal generally complies with the relevant requirements of the Planning Scheme.

Therefore, it is recommended that the application be approved as outlined in **Appendix 6**.

## LIST OF APPENDICES

1. Locality Plan - dated 3 August 2017
2. Plans for the Proposal - dated 3 April 2017
3. Assessment against Planning Scheme - undated
4. Response to objections - undated
5. Referral Comments - undated
6. Notice of Decision - undated

## **12.13 CONTRACTS FOR AWARD - 17/010 CAROLINE SPRINGS LEISURE CENTRE EXTENSION & SUB-REGIONAL TENNIS FACILITY, 17/030 WESTWOOD DRIVE ROAD AND BRIDGE PROJECT**

**Author: Jacqueline Stephenson - Civil Projects Officer**

**Presenter: Luke Shannon - General Manager Planning & Development**

### **PURPOSE OF REPORT**

To seek Council's approval for the award Contract No. 17/010 for the construction of Caroline Springs Leisure Centre Extension & Sub-Regional Tennis Facility and Contract No. 17/030 for the construction of Westwood Drive Road and Bridge Project.

### **RECOMMENDATION:**

That Council:

1. Receive and note the Tender Evaluation Reports found in **Confidential Appendices 1 and 2** (separately circulated).
2. Award Contract No. 17/010 for the construction of Caroline Springs Leisure Centre Extension & Sub-Regional Tennis Facility to 2 Construct Pty Ltd for the amount of \$9,769,469.00 (excluding GST).
3. Increase the 2017-18 budget for Caroline Springs Leisure Centre Extension & Sub-Regional Tennis Facility by \$3,000,000 (excluding GST) while noting the 2018-19 budget allocation will decrease by the corresponding amount.
4. Award Contract No. 17/030 for the construction of Westwood Drive Road and Bridge Project to Cut & Fill Pty Ltd for the amount of \$7,730,230.21 (excluding GST) subject to approval of plans and documents by the Minister for Planning as detailed in the Incorporated Document.
5. Increase the 2017-18 budget for Westwood Drive Road and Bridge by \$908,756.81 (excluding GST).
6. Provide an allocation of \$3,800,000.00 in the 2018-19 budget to complete Westwood Drive Road and Bridge.
7. Delegate execution to the Chief Executive Officer in relation to all relevant contract documentation for the contracts above.

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## **REPORT**

### **1. Executive Summary**

The purpose of this report is to seek approval from Council to award:

1. Contract No. 17/010 for the construction of Caroline Springs Leisure Centre Extension & Sub-Regional Tennis Facility
2. Contract No. 17/030 for the construction of Westwood Drive Road and Bridge Project

**Contract 17/010 Caroline Springs Leisure Centre Extension & Sub-Regional Tennis Facility**

Council has committed to further development of the Caroline Springs Recreation Reserve by extending the existing Leisure Centre and constructing a Regional Tennis Facility on the site. Council was successful in gaining \$2.5M in State Government funding through the Growing Suburbs Fund (GSF) to contribute towards extending the Stadium and is itself contributing \$8.6M towards the project. Council funding is being allocated across the 2016/2017, 2017/2018 financial years. In preparation Council officers are, in accordance with Council procurement policies, seeking to engage a suitably qualified and experienced head contractor to undertake the construction works.

Council has an Agreement with State Government through the Department of Environment, Land, Water and Planning to deliver the completed project by the 5 July 2019. A key Milestone of the project is that a building contractor be appointed by the 28 August 2017.

An Expression of Interest (EOI) was advertised on 15 October 2016 for the provision of head contractor services for the construction of the leisure Centre Extension and Tennis Facility project. The EOI closed on the 11 November 2016 with seven companies submitting an Expression. Following the evaluation process five companies were identified as having the capability and resources to undertake the project, and who would be invited to the Request for Tender phase.

The Construction Tender was advertised via Council's tender portal, TenderSearch, on the 30 June 2017.

The contractor is required to commence in September 2017. Completion of the project will be in February 2019, with construction expected to take 17 months.

The tender evaluation summary is provided in the **Confidential Appendix** separately circulated to this report.

**Contract 17/030 Westwood Drive Road and Bridge Project**

Council committed to completing the construction works for Westwood Drive Road and Bridge over the financial years 2016-17, 2017-18 and 2018-19. Council allocated a budget over those three financial years of \$5,800,000.

Since 2013 when Council last attempted construction of the bridge, the project was included in the State Government Palmers Road Corridor Environmental Effects Statement (EES). The EES was finalised in January 2016. Additional requirements arising from the EES have been placed on Council including noise walls, extensive landscaping, architectural features on the bridge and additional environmental approvals. An Incorporated Document outlining all approvals required to begin construction as detailed in the EES, was gazetted into the Melton Planning Scheme in June 2017.

An Expression of Interest (EOI) was advertised on 3 April 2017 for the provision of head contractor services for the construction of the Westwood Drive Road and Bridge project. The EOI closed on the 3 May 2017 with seven companies submitting an Expression. Following the evaluation process all seven companies were identified as having the capability and resources to undertake the project, and who would be invited to the Request for Tender phase.

The Construction Tender was advertised via Council's tender portal, TenderSearch, on the 17 June 2017.

Award of the contract is subject to approval of documents submitted to the Minister for Planning. The contractor is required to commence construction upon award of the contract. Completion of the project will be dependent upon the start date, with construction of the project expected to take 13 months.

The tender evaluation summary is provided in the **Confidential Appendix** separately circulated to this report.

## 2. Background/Issues

### **Contract 17/010 Caroline Springs Leisure Centre Extension & Sub-Regional Tennis Facility**

Council has committed to complete the development of the Caroline Springs Reserve, Cnr College St and The Parade, Caroline Springs, by extending the existing Leisure Centre and constructing a number of external hard court surfaces for tennis and netball. To this end, Council made application in June 2016 to the Victorian State Government for funding through the Growing Suburbs Fund (GSF) for financial assistance in the development. The Growing Suburbs Fund provides a contribution towards meeting critical local infrastructure needs for communities in Melbourne's diverse and fast growing outer suburbs. It is positioned to quickly respond to the pressures being experienced by interface communities by bringing forward local infrastructure projects that will make a big difference in the day-to-day lives of outer suburban families. Council was advised in November 2016 that it was successful in obtaining \$2,500,000 in funding, and a subsequent Agreement for the funding was signed.

A project budget of \$10.6M, including the \$2.5M GSF, was allocated by Council for the development. In addition to the \$10.6M, a sum of \$500,000 was budgeted to undertake roof rectification works on the existing Leisure Centre, and Council is seeking a contribution of \$40,000 from two sporting clubs, Netball and Futsal, who will take up a lease on two new offices in the new building. These figures provide for a total project budget of \$11.18M. The aim of the project being to improve access to sporting facilities within the Caroline Springs area. Currently there is a need for additional multiuse indoor courts (basketball, netball, futsal and badminton) as well as outdoor tennis and netball courts.

On the 2 May 2016, Council engaged the architectural services of Brand Architects to undertake the design of the stadium extension and tennis facility and to coordinate this design work with their appointed civil, structural and services consultants.

This contract will provide for the construction of:

- Two additional indoor basketball courts with tiered seating
- Twelve tennis courts
- Competition sized external netball court
- Toilet amenities with change rooms
- Store rooms
- Community room with commercial kitchen
- Two offices for coaches

Tender documentation for the above contract was released to the four shortlisted contractors on 30 June 2017 and closed on 2 August 2017.

A total of four tender submissions were received and assessed on the basis of the evaluation criteria described in the tender documents.

Statutory Declarations from nominated subcontractors were not submitted in all four of the tenders resulting in all tenders being considered non-conforming. Statutory Declaration are required to be signed by nominated subcontractors and submitted as part of the tender. They ensure that subcontractors understand the terms of the tender, have no conflicts of interest and will keep the information supplied during the tender confidential. Despite this non-conformance all four submissions were evaluated.

No member of the Tender Evaluation Panel declared any conflict of interest in relation to the tender evaluation.



**Contract 17/030 Westwood Drive Road and Bridge Project**

In 2012 Westwood Drive Road and Bridge was designed and a contract for construction was awarded. In early 2013, after construction had commenced, Council were issued a stop work notification by Aboriginal Affairs Victoria (AAV). Despite considerable effort by Council a satisfactory resolution could not be negotiated with AAV. This resulted in Council proceeding to terminate the construction contract. In the time since construction was stopped, an Environmental Effects Statement (EES) was carried out by VicRoads on the entire Palmers Road Corridor, which includes the Westwood Drive Road and Bridge. Whilst the EES was ongoing all works within the Palmers Road Corridor were halted until completion of the EES. The EES has been finalised and the Minister for Planning's Statement based on the EES was released in early 2016.

The EES places additional requirements on the Westwood Drive Road and Bridge project that are not commonly compulsory for Council roads and bridges including:

- Noise mitigation measures in line with VicRoads' Noise Policy
- Bridge architectural features
- Approval of the design by the Victorian Design Review Panel and the Minister for Planning
- Environmental Management Framework
- Approval of the Environmental Management Framework by the Minister for Planning.

The additional requirements listed above were not initially priced into the Westwood Drive Road and Bridge budget of \$5,800,000.

As part of the EES, the Department of Environment, Land, Water and Planning (DELWP) together with VicRoads, were required to produce an Incorporated Document detailing all required approvals prior to any construction in the Palmers Road Corridor area. The Incorporated Document was gazetted in the Melton Planning Scheme in June 2017. Council officers promptly submitted all documents for approval upon gazettal of the Incorporated Document and the documents are currently sitting with the Minister for Planning and the Secretary of the DELWP for their approval.

With regards to the VicRoads' Noise Policy requirement, Council engaged AECOM as Acoustic Engineers in September 2016 to carry out the noise measurement for the affected Westwood Drive area. The noise measurement, modelling and subsequent report determined noise attenuation would be required if Council is to satisfy the VicRoads Noise Policy.

This contract will provide the construction of:

- Bridge over the Kororoit Creek (Bridge will be 2 lanes at opening with a provision for 3 lanes to allow for future expansion of the road)
- 950m of road
- 850m of noise walls
- Shared Use Path running along the eastern side of the road
- Footpaths connecting nearby residential areas
- Landscaping

An Expression of Interest for the above contract was advertised in The Age on 3 April 2017 and closed on 3 May 2017.

A total of seven contractors were shortlisted from the Expression of Interest.

Tender documentation for the above contract was released to the seven shortlisted contractors on 16 June 2017 and closed on 10 July 2017.

A total of four tender submissions were received and assessed on the basis of the evaluation criteria described in the tender documents.

The award of the contract is dependent upon the approval of documents submitted to the Minister for Planning. While it is likely that the Minister will approve these documents there is no guarantee of approval and Council does not want to enter another contract to build Westwood Drive without the necessary approvals.

Statutory Declarations from nominated subcontractors were not submitted in three of the tenders resulting in those three tenders being considered non-conforming. Statutory Declaration are required to be signed by nominated subcontractors and submitted as part of the tender. They ensure that subcontractors understand the terms of the tender, have no conflicts of interest and will keep the information supplied during the tender confidential. Despite this non-conformance of three of the submissions, all four submissions were evaluated.

No member of the Tender Evaluation Panel declared any conflict of interest in relation to the tender evaluation.

### 3. Council Plan Reference and Policy Reference

#### **Contract 17/010 Caroline Springs Leisure Centre Extension & Sub-Regional Tennis Facility**

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

1. A City of people leading happy and healthy lives.

*1.3 Equitable, inclusive and accessible community and health infrastructure and service*

#### **Contract 17/030 Westwood Drive Road and Bridge Project**

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

3. A well planned and built City: A City with a clear vision to manage growth in a sustainable and accessible way

*3.4 A flexible, safe and health promoting transport network that enables people to move around*

### 4. Financial Considerations

#### **Contract 17/010 Caroline Springs Leisure Centre Extension & Sub-Regional Tennis Facility**

A financial assessment on each shortlisted contractor was undertaken by Corporate Scorecard and returned a 'Satisfactory' to 'Strong' result.

The Caroline Springs Leisure Centre and Regional Tennis Facility project requires an overall budget of \$11,180,000 (excluding GST)

The budget components for the project are as follows:

<b>Budget</b>	<b>Amount \$</b>
Construction – Building Works	\$6,345,000
Construction - External Works	\$2,250,000
Construction – External Services	\$942,000
Roof Rectification works	\$500,000
Contingencies	\$532,000
Consultant Fees	\$551,000

<b>Budget</b>	<b>Amount \$</b>
Building permit Fees	\$35,000
Loose Furniture and Equipment	\$25,000
<b>TOTAL</b>	<b>\$11,180,000</b>

The project will be funded from the 2016-17, 2017-18 and 2018-19 Capital Works Program and the State Government's Growing Suburbs Fund.

<b>Funding Body</b>	<b>Amount \$</b>
City of Melton	\$8,600,000
State Government – Growing Suburbs Fund	\$2,500,000
Sporting Clubs	\$80,000
<b>TOTAL</b>	<b>\$11,180,000</b>

Following receipt of the tender submissions and assessment of the preferred tenderers cash flow figures for each financial year, it should be noted that the actual project spend will be much quicker than the planned budget expenditure but the overall project budget remains the same.

The spend profile estimate across the budgetary years is as follows:

<b>Expenditure Year</b>	<b>Amount \$</b>	<b>Budget \$</b>
2016-17	\$400,000	\$400,000
2017-18	\$8,000,000	\$5,000,000
2018-19	\$2,780,000	\$5,780,000
<b>TOTAL</b>	<b>\$11,180,000</b>	<b>\$11,180,000</b>

#### **Contract 17/030 Westwood Drive Road and Bridge Project**

A financial assessment of Cut & Fill Pty Ltd was undertaken by Corporate Scorecard and returned a satisfactory result.

Westwood Drive Road and Bridge Project requires an overall budget of \$9,108,758.21 (excluding GST).

The breakdown of expenditure required for Westwood Drive Road and Bridge is as follows:

<b>Expenditure</b>	<b>Amount \$</b>
Construction contract	\$7,730,230.21
Design Consultancy contract	\$494,505.00
Noise modelling	\$11,000.00
Cultural Heritage works	\$100,000.00
Contingency (10%)	\$773,023.00
<b>TOTAL</b>	<b>\$9,108,758.21</b>

The project will be funded from the 2016-17, 2017-18 and 2018-19 Capital Works Program. The spend profile across the financial years of the Westwood Drive Road and Bridge Project is:

Financial year expenditure	Expected Spend	Current Budget
2016-17	\$344,009.52	\$2,400,000.00
2017-18	\$4,964,748.69	\$2,000,000.00
2018-19 (allocation only)	\$3,800,000.00	\$1,400,000.00
<b>TOTAL</b>	\$9,108,758.21	\$5,800,000.00

Westwood Drive Road and Bridge Project is projected to spend \$5,308,758.21 by June 2018 however the cumulative budget for Westwood Drive for 2016-17 and 2017-18 is only \$4,400,000.00. An increase of \$908,758.21 is required for the budget for the 2017-18 financial year. In 2018-19 Westwood Drive Road and Bridge Project will require a budget for that year of \$3,800,000.00 to complete the project

## 5. Consultation/Public Submissions

### **Contract 17/010 Caroline Springs Leisure Centre Extension & Sub-Regional Tennis Facility**

A critical element during the design process has been communication with State Government, Local Schools, Sporting Clubs and Community Entities who currently use the Caroline Springs Leisure Centre and who in the future will make use of the new facilities. There are four schools within 100metres who will benefit from the completed project but will experience disruption during construction. The sporting clubs have been informed that for a short period the works will mean that an indoor court will not be available for use.

Proposed Plans have been made available to local residents and the public as part of Councils Planning process. This process closed on the 11th July with no objections being received. The proposed Leisure Centre Extension and Regional Tennis Facility falls within Precinct Plan CDZ2006/24 approved by Council back on the 28 April 2006. This Plan allowed the subdivision of land into three lots and creation of two Council reserves (ovals) for the purpose of a Community Youth Activity Node and an indoor sports stadium. An area of 1.778 hectares, in the north east corner of the Reserve was also earmarked for hard court sporting surfaces. An amendment to the Precinct Plan, CDZ2006/24/2, was approved by Council under delegation on 4 August 2017. The proposed works fulfil Council's commitment to develop the whole area for community sporting purposes.

Council personnel have also been in regular contact with State Government to communicate project progress and to report on achievements of agreed Milestones. At this point in time a Sod Turning event to mark the commencement of construction and involving State Member Natalie Hutchins is planned for Friday, 22 September 2017.

### **Contract 17/030 Westwood Drive Road and Bridge Project**

The Westwood Drive Road and Bridge over the Kororoit Creek has been in the Melton East Strategy Plan since June 1997. This Strategy Plan has been guiding the development of the Eastern Corridor since it was published. The road and bridge has also been identified in Plan Melbourne, the West Growth Corridor Plan, VicRoads' Smart Roads, the Outer Western Suburbs Transport Strategy, the Western Melbourne Transport Strategy, and Moving Melton.

In 2012, prior to the attempted construction of the road and bridge, residents were consulted via public notice letters. As construction began, residents were notified of the works by the awarded construction contractor.

Extensive consultation was carried out throughout the EES process. This included noise modelling in the area, exhibition at Caroline Springs Library and Melton Civic Centre in July and August 2015 and calls for public submissions. The EES was also available on the DEWLP website and VicRoads website.

When Council carried out noise modeling in September 2016 the participating residents were informed that Council is required to investigate and mitigate noise impacts of the road and bridge, and that existing levels were being measured to test the noise model prepared by VicRoads.

Community were invited to attend two consultation sessions at the Caroline Springs Library on 20 April 2017 to give their opinion about the noise walls and find out more information on the project. Nearby residents were also given a website to visit to vote on their preferred option of noise wall and ask questions relating to the project. The community overwhelmingly chose the timber noise wall option. Council proceeded with this option to detailed design and presented it to the Victorian Design Review Panel, as required by the Incorporated Document.

Consultation with the community, affected property owners and commuters to notify them of disruptions throughout the construction works will form part of the project planning and delivery after the award of this Contract. The website will continue to be updated as the project progresses. Following approval of the designs by the Minister for Planning, affected residents will be informed of the chosen noise wall design. As part of the Contract the contractor will conduct dilapidation reports on nearby properties prior to construction. The contractor will also notify residents of the start of works and duration of works.

## 6. Risk Analysis

The following measures have been put in place to reduce or eliminate the risk to Council for this project.

a. Engagement of a suitably qualified construction company:

- Advertised an open expression of interest to construction companies via The Age and on the Tendersearch website
- Select tender to construction companies shortlisted through the open expression of interest process
- Required companies tendering for the construction phase to comply with Council's occupational health and safety requirements.
- To assist in the selection of a construction company with suitable occupational health and safety work practices, Council requires construction companies invited to tender to provide third party accreditation of their Occupational Health and Safety Management System. Council also required the tenderers to provide evidence of public liability insurance and work cover.
- Conducted referee checks for the appointment of the construction company.

b. Engagement of a financial capable construction company:

- The engagement of an independent and expert consultant to conduct a financial review of the short-listed companies.

c. Development of risk management plans for both projects

## 7. Options

Council has the options to:

1. Adopt the Officers' recommendations as presented in this report.
2. Adopt the Officers' recommendations 1-3 and 5 as presented in this report, reject recommendation 4. Alternatively expenditure previously allocated to the Asphalt Program in 2017-18 be transferred to the Westwood Drive Road and Bridge budget.
3. Re-advertise the tender seeking further submissions.

**LIST OF APPENDICES**

**CONFIDENTIAL Appendix 1 – Separately Circulated**

**CONFIDENTIAL Appendix 2 – Separately Circulated**

## 12.14 CIVIC CENTRE OFFICE ACCOMMODATION

**Author: Leigh Ryall - Strategic Portfolio Coordinator**  
**Presenter: Luke Shannon - General Manager Planning & Development**

### PURPOSE OF REPORT

To advise Council of Civic Centre accommodation requirements into the future and seek endorsement of strategic direction.

### RECOMMENDATION:

That Council:

1. Set a strategic direction of establishing a major new Civic Centre within the Toolern Metropolitan Activity Centre to allow occupation to commence in the time period of 2032-2037.
2. Give budget consideration for an annual allocation commencing 2018/19 to establish a building reserve account for the long term Civic Centre location in the Toolern Metropolitan Activity Centre.
3. Approve proceeding with design of an extension to the current Civic Centre to meet staff accommodation requirements for the next 15-20 years.
4. Further consider that budget requirements for the expansion of the existing Centre as part of the 2018/19 budget process.

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## REPORT

### 1. Executive Summary

The purpose of this report is to seek Council's endorsement for setting a strategic intent for establishing a new major Civic Centre within the Toolern Metropolitan Activity Centre to allow occupation to commence in the time period of 2032-2037.

Whilst the costings of a new long term major centre have not been fully developed it is likely to cost in the order of \$60M. It is recommended that Council give consideration in each future coming budget to allocating an amount to a building reserve account, to fund the longer term plan.

The current Civic Centre was constructed in 1992, and there has been regular capital expenditure to upgrade and modify the building to accommodate additional staff requirements. The building is at full capacity and is beyond functioning efficiently, and therefore a short to medium option is required to provide for future staff growth and for a more efficient and contemporary office layout.

To accommodate projected staff growth over the short to medium term (15-20 years), it is proposed to extend the existing Civic Centre and renovate the existing building. An extension can be readily achieved given that Djerriwarrh Health will be relocating from the existing building at the south east corner of the site by mid-2018.

Council currently has \$7.9M in reserve for the short to medium term solution. It is estimated the cost of those works will be in the order of \$15-\$20M.

Expressions of Interest have been sought from architects to undertake the design of the expansion and renovation of the existing centre. It is proposed to go to direct tender with 5 architects for them to price the cost of these design works.

## 2. Background/Issues

### a) Long Term - establishment of a Civic Centre within the Toolern metropolitan activity centre to allow occupation to commence in the time period of 2032-2037.

While Council has undertaken extensive strategic planning to accommodate residential and commercial growth across the municipality, Council has not developed a similar accommodation strategy for providing services and a Civic presence in the short to medium term, and longer term.

In addition a number of challenges and opportunities are becoming apparent which require a considered and strategic response including:

- The need to refurbish and potentially expand the existing Melton Civic Offices with an external organisation vacating the existing health services buildings currently situated at the eastern side of the Civic Centre site.
- The strategic planning work in the growth areas of Melton, Toolern, Rockbank North, Rockbank, Plumpton, Mt Atkinson, Eynesbury, Caroline Springs and the future growth areas of Melton South, Tarneit Plains, Ravenhall, Chartwell East and Derrimut Fields.
- The advocacy work with the Victorian Government and the Australian Government to attract funding for the duplication of passenger rail, the electrification of the passenger rail and the provision of train stations at Toolern and Rockbank.
- The correlation between past residential growth, past staff growth, projected residential growth, projected staff growth and the delivery of services to the community by a variety of providers.

The development of an accommodation strategy and the identification of a location for a future Civic Centre is intended to identify a location that positions Council to achieve its strategic objectives, and provides the best return on investment.

A staff evaluation panel has considered 7 possible locations utilising the criteria listed in Table in 1.0 below.

Table 1.0: Selection Criteria and Weighting

Evaluation Criteria	Weighting
Accessibility and Location	30%
Financial outcomes and Value for money	25%
Capacity to deliver a civic precinct/co-location opportunities	20%
Economic development/stimulus	20%
Compliance with Melton Planning Scheme/Precinct Structure Plans	5%

The assessment results are listed below in Table 2.0.

Table 2.0: Results

Location	Ranking
Toolern Town Centre	1
Melton Civic Centre (current site)	2



Location	Ranking
Rockbank Town Centre	3
Caroline Springs Library & Learning Hub	4
Plumpton Town Centre	5
Rockbank North Town Centre	6
Woodgrove Shopping Centre	7

The recommended location for the establishment of a Civic Centre to allow occupation to commence in the time period of 2032-2037 is the Toolern Metropolitan Activity Centre.

**b) Short – medium term (15-20 year horizon)**

The principal administration base for the municipality is located in the Melton Township at the corner of High Street and Smith Street. The current administrative offices were constructed in 1992 and there has been regular capital expenditure to upgrade and modify the building to accommodate additional staff requirements and relocations. However in the context of growing service needs of the municipality the capacity to continue to expand the accommodation requirements is becoming a challenge. The building is therefore becoming overcrowded which is impacting of staff amenity and the ability to provide adequate customer service to the community.

As one of the key identified growth areas for metropolitan Melbourne, the City of Melton has also been experiencing significant population growth. During 2014-15, the City of Melton had the fifth fastest and largest growth in Victoria (4.0 percent). Population projections indicate Melton will become the second fastest growth Municipality in metropolitan Melbourne with a population of 315,908 persons by 2036, making it almost the size of the Canberra today.

In order to provide sufficient accommodation for the expanding service delivery and staff workspace requirements, Council has had to acquire additional facilities and utilise other Council buildings to continue its operations which impacts on Council's administration, operations and customer service capabilities. Council's administrative (office based) staff are now located across 5 different locations in and near Melton township and at the Caroline Springs Civic/Library.

An investment in the provision of office accommodation is required to enable the delivery of services for the short to medium term, due to the following:

- Residential growth requiring an increase in the provision of community services, resulting in an increase in staff numbers.
- The existing office accommodation has reached capacity. The current building provides 275 workstations.
- Council does not have the economic viability relative to Council priorities, to relocate to Toolern in the short to medium term.

A variety of properties and locations were assessed by the Evaluation Panel, and they are listed in Table 3.0.

Table 3.0: Locations

	Location
1	Council owned – Children's & Community Centres
2	Council owned – Youth Facilities
3	Council owned – Library & Learning Hubs
4	Council owned – The Operations Centre

	Location
5	Council owned – Community Halls
6	Council owned – The Melton Civic Centre
7	Privately owned – Victoria University
8	Privately owned – Western BACE
9	Privately owned – Woodgrove Shopping Centre
10	Privately owned – Vacant shop fronts
11	Privately owned – A development adjacent to the Melton Civic Centre

The Evaluation Panel determined the evaluation criteria, and deemed it unnecessary to allocate a weighting to the evaluation criteria, and they are listed in Table 4.0.

Table 4.0: Evaluation Criteria

Evaluation Criteria
Accessibility and Location
Financial outcomes and Value for money
Capacity to deliver a civic precinct/co-location opportunities
Economic development/stimulus
Compliance with Melton Planning Scheme/Precinct Structure Plans

The results of the assessment found the following:

- The space available for officers within the Council owned facilities does not provide adequate space for the relocation of staff in the short to medium term.
- Sites other than the Civic Centre failed to achieve the synergies that are sought from the accommodation project.
- The privately owned facilities were either unavailable; cost prohibitive or inappropriate to repurpose for Council use.
- The return on investment for the development adjacent the existing site was deemed inadequate.

The Evaluation Panel recommend that Council expand office accommodation at the Melton Civic Centre as the short medium term solution.

At present there is \$7,900,000 in reserve for this project, and it is anticipated the project would have a cost in the vicinity of \$15-\$20M.

Expressions of Interests have been sought from Architects to undertake design of the short to medium term option. It is proposed to go to direct tender to 5 architects for them to price the cost of these design works. A further report will be provided to Council following the outcome of the tender process, with a recommended preferred architect.

### **3. Council and Wellbeing Plan Reference and Policy Reference**

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

3. A well planned and built City: A City with a clear vision to manage growth in a sustainable and accessible way

*3.1 A City that strategically plans for growth and development.*

## 4. Financial Considerations

### Long Term

The estimated value of a Civic Centre is approximately \$60,000,000 and it is assumed that Council would build and own the property, however the ownership model is to be confirmed. To prepare financially for this investment it is recommended that Council refer to a budget consideration of an annual allocation commencing 2018/2019.

### Short – Medium Term

At present there is \$7,900,000 in reserve for this project. The estimated total project cost is \$15-\$20M.

This investment will deliver the design, construction and fit-out of:

- The demolition of offices currently occupied by Melton Health.
- Office Accommodation for 240-270 workstations to be located in a building to the east/Creek side of the existing building.
- The provision of additional car parks on Yuille Street and the High Street service lane.

## 5. Consultation/Public Submissions

The Civic presence is identified in the Toolern Urban Development Framework. The process to determine this recommendation did not require the consultation of external stakeholders.

Following the determination of this decision by Council, a number of stakeholders will be informed of the decision.

Council has previously advertised as a budget initiative for the creation of additional office space.

During the design process and in accordance with the statutory requirements of the Melton Planning Scheme, the proposed plans will be made available to the public. This is planned to occur early next year.

## 6. Risk Analysis

The following measures have been put in place to reduce or eliminate the risk to Council for this project.

- An internal governance structure consisting of the Kelvin Tori, Chief Executive Officer as the Project Sponsor, and Luke Shannon, General Manager of Planning & Development as the Project Owner.
- An internal assessment panel consisting of the Executive and relevant Managers.
- The engagement of an independent consultant (s) with a high level of relevant experience in determining the needs of a Civic Centre location, and the providing financial advice on the value of construction works.
- A detailed analysis of each location, using the expertise of internal business units such as Strategic Planning.

## 7. Options

Council has the options to:

1. Adopt the Officers' recommendations as presented in this report.
2. Seek further information from Officers regarding the recommendation, and refer the matter to a future meeting of Council.
3. Direct officers to investigate an alternate approach.

**LIST OF APPENDICES**

Nil

**13. REPORTS FROM DELEGATES APPOINTED TO OTHER BODIES**

Reports on external Committees and external Representative Bodies for which Councillors have been appointed by Council.

**14. COUNCILLOR REPRESENTATIONS AND ACKNOWLEDGEMENTS**

Address from Councillors in relation to matters of civic leadership and community representation, including acknowledgement of community groups and individuals, information arising from internal Committees, advocacy on behalf of constituents and other topics of significance.

**15. NOTICES OF MOTION****15.1 NOTICE OF MOTION 497 (CR MAJDLIK)****Councillor: Kathy Majdlik - Councillor**

Notice was given at the Ordinary Meeting of Council held on 24 July 2017 of my intention to move the following motion at the Ordinary Meeting Council to be held on 21 August 2017.

**MOTION:**

That Council Officers prepare a report outlining the cost to undertake a full kerb and channel for the area known as the 'Sugar Gum Estate'.

**OFFICER'S COMMENTS:**

A report on the cost and scope of constructing kerb and channel for the 'Sugar Gum Estate', along with the relevant background history can be prepared.

**15.2 NOTICE OF MOTION 498 (CR DE SANTIS)****Councillor: Melissa De Santis - Councillor**

I hereby give notice of my intention to move the following motion at the Ordinary Meeting of Council to be held on 21 August 2017.

**MOTION:**

That officers provide a brief report to Council regarding the sealing of the car park, and any associated areas, at 'The Willows' in Melton, addressing any relevant issues including the estimated cost of the works.

**OFFICER'S COMMENTS:**

Council officers can provide a report to Council regarding the costs associated with sealing the car park at the Willows. The report would address the likely cost of works, along with any other works that may be required, such as kerb and channel and underground drainage.

**15.3 NOTICE OF MOTION 499 (CR ABBOUSHI)**

**Councillor: Steve Abboushi - Councillor**

I hereby give notice of my intention to move the following motion at the Ordinary Meeting of Council to be held on 21 August 2017.

**MOTION:**

That Council officers review car parking arrangements in the Stevenson Crescent area, Caroline Springs, with a view of making any possible improvements, particularly during school drop off and pick up times.

**OFFICER'S COMMENTS:**

Council Officers will review car parking in Stevenson Crescent and report to Council on issues and options.



**15.4 NOTICE OF MOTION 500 (CR ABBOUSHI)****Councillor: Steve Abboushi - Councillor**

I hereby give notice of my intention to move the following motion at the Ordinary Meeting of Council to be held on Insert date

**MOTION:**

That Council staff commence a process of sending a welcome letter signed by the Mayor to all new residents, including an attachment that set outs all details of the ward Councillors and a profile photo of those Councillors.

**OFFICER'S COMMENTS:**

Council currently sends a confirmation of ownership to all properties with rating information, Council could add a welcome letter to this confirmation. In 2017-18 we estimate there will be approximately 4,000 new rateable properties in the municipality.

**15.5 NOTICE OF MOTION 501 (CR HARDY)****Councillor: Ken Hardy - Councillor**

I hereby give notice of my intention to move the following motion at the Ordinary Meeting of Council to be held on 21 August 2017.

**MOTION:**

That Council develop and implement a training program for Melton City resident small businesses and contractors that would skill them to enable them to tender for Melton City Council contracts, and that the program as developed be reviewed and reported to Council by 30 June 2018 to determine its success and any modifications required to enhance its outcome for participants.

**OFFICER'S COMMENTS:**

The Economic Development & Tourism unit has this year delivered two 'Tenderwrite Workshops' with a further session scheduled for October.

This program will also now be extended to social benefit suppliers as per resolution of Council on 24 July 2017, where Council resolved, among other things, to develop a capacity building program in relation to any social benefit suppliers.

The curriculum developed by Federation University has been put together with the same intent as the Notice of Motion – a desire to see local businesses trained in the skills required to participate successfully in Council procurement processes, with particular encouragement to apply for tenders and higher value contracts.

It is considered that the substance of the Notice of Motion has already, and continues to be, delivered.

**15.6 NOTICE OF MOTION 502 (CR HARDY)****Councillor: Ken Hardy - Councillor**

I hereby give notice of my intention to move the following motion at the Ordinary Meeting of Council to be held on 21 August 2017.

**MOTION:**

That Council officers report to Council on their assessment of the level of facility necessary to enable major festivals and events to be successfully held during 2018-2020 at the Willows Homestead and Morton Homestead, inclusive of the following elements:

- Hard surfacing
- In ground services (sewer, water, gas, electricity)
- Permanent Landscaping features

**OFFICER'S COMMENTS:**

At Ordinary Council Meeting 26 June 2017, Council received an extensive report responding to Notice of Motion 474 of Ordinary Council Meeting 1 May 2017, which directed:

*'That Council officers' conduct a detailed assessment of the capacity of the Morton Homestead site to host a significant event, with particular reference to parking, access and facilities.'*

Officers draw the attention of Council to this report to inform any determination of the suitability or otherwise of Morton Homestead to host major festivals and events.

Officers are well prepared to develop a similar report for Willows Homestead, inclusive of the elements identified within the Notice of Motion and other factors pertinent to event management.

**15.7 NOTICE OF MOTION 503 (CR HARDY)****Councillor: Ken Hardy - Councillor**

I hereby give notice of my intention to move the following motion at the Ordinary Meeting of Council to be held on 21 August 2017.

**MOTION:**

That Council undertake an advocacy campaign, inclusive of community engagement and activation, aimed at achieving a significant TAFE provider locating within the municipality within the next 2 years, and delivering a broad range of TAFE courses to the local community.

**OFFICER'S COMMENTS:**

Selection and resourcing of advocacy campaigns is typically directed through an established governance framework, in which the Advocacy Project Control Group (PCG) (comprised of Council executive) recommends action for Council consideration, based on agreed advocacy themes endorsed through Melton Advocacy Priorities.

Melton Advocacy Priorities are currently being refreshed and will be fully reconsidered by Council in this financial year. Through this process, it is considered highly likely that all possible options will be canvassed and considered for community engagement and activation will be selected and resourced appropriately. Education, including TAFE specifically, will be included within any review of the Melton Advocacy priorities.

**15.8 NOTICE OF MOTION 504 (CR ABBOUSHI)****Councillor: Steve Abboushi - Councillor**

I hereby give notice of my intention to move the following motion at the Ordinary Meeting of Council to be held on 21 August 2017.

**MOTION:**

That Council undertake the following works in Lake Street, Caroline Springs to improve pedestrian safety:

1. install additional street lighting at the pedestrian crossing of West Waters, Caroline Springs and remove the car parking space off the street, adjacent to the crossing
2. install additional lighting at the pedestrian crossing adjacent to the existing restaurants.

**OFFICER'S COMMENTS:**

Additional lighting and works to remove the parking bay, will be designed and scheduled for construction.

**15.9 NOTICE OF MOTION 505 (CR CARLI)**

**Councillor: Lara Carli - Councillor**

I hereby give notice of my intention to move the following motion at the Ordinary Meeting of Council to be held on 21 August 2017.

**MOTION:**

That Council construct indented parking bays in Englewood Court alongside the property at 20 Wellington Drive, Hillside.

**OFFICER'S COMMENTS:**

Indented car spaces can be included in the capital works program for 2017-18 for construction.

**15.10 NOTICE OF MOTION 506 (CR DE SANTIS)****Councillor: Melissa De Santis - Councillor**

I hereby give notice of my intention to move the following motion at the Ordinary Meeting of Council to be held on 21 August 2017.

**MOTION:**

That Officers provide a detailed report on Council supporting and/or assisting the 'Young Diggers' program in Melton which retrains dogs for use with PTSD sufferers, by:

1. allowing representatives of the program access to dogs in the pound, for assessment purposes, that are beyond the statutory holding period
2. transferring ownership of selected dogs to the Young Diggers program at no cost.

**OFFICER'S COMMENTS:**

A report can be provided to Council addressing all issues relevant to this proposition.

**15.11 NOTICE OF MOTION 507 (CR TURNER)**

**Councillor: Bob Turner - Councillor**

I hereby give notice of my intention to move the following motion at the Ordinary Meeting of Council to be held on Insert date

**MOTION:**

That Council advocate strongly to State Government for the upgrade of the Coburns and Exford Road rail crossings.

**OFFICER'S COMMENTS:**

If the motion is adopted Council officers will activate an advocacy campaign to the State Government for an overpass at the Coburns and Exford Road rail crossings.



- 16. COUNCILLOR'S QUESTIONS WITHOUT NOTICE**
- 17. MOTIONS WITHOUT NOTICE**
- 18. URGENT BUSINESS**

## 19. CONFIDENTIAL BUSINESS

### Recommended Procedural Motion

That pursuant to section 89(2) of the *Local Government Act 1989* the meeting be closed to the public to consider the following reports, that are considered confidential for the reasons indicated:

**19.1 Lack of Acoustic Fencing and Pedestrian Walkway adjoining and over the Western Freeway**

This report is confidential in accordance with s89(2)(f) as it relates to legal advice.

**19.2 Melbourne Regional Landfill - Judicial Review**

This report is confidential in accordance with s89(2)(f) as it relates to legal advice.

**19.3 Melbourne Regional Landfill - VCAT Review**

This report is confidential in accordance with s89(2)(f) as it relates to legal advice.

**Recommended Procedural Motion**

That the meeting be opened to the public.

**20. CLOSE OF BUSINESS**